

County Auditor
Jackson County
700 Main Street
P O Box 280
Kadoka, South Dakota 57543
(605) 837-2422
(605) 837-2447 fax

RECEIVED

AUG 22 2017

S.D. SEC. OF STATE

August 20, 2017

Secretary Shantel Krebs, Chair
South Dakota Board of Elections
500 E. Capitol Ave., Ste 204
Pierre, SD 57501

Ms. Krebs:

On August 3, 2017 you sent notice to Jackson County that the HAVA Grant Board had denied our application requesting \$9,000.00 in HAVA funding for the 2018 election cycle.

Enclosed is the completed appeal form, a copy of the Title II Reimbursement that was completed this month showing Jackson County's request for the remaining \$2,24.50 in state-held county funds, the denial letter received from you and the original HAVA Grant Application for 2018.

Please present this appeal to the S. D. Board of Elections.

Sincerely,



Vicki D. Wilson
Jackson County Auditor

South Dakota HAVA Grant Application/In-Person Satellite Site Appeal Form

As prescribed by the 2014 HAVA State Plan, should a county be denied a HAVA Grant, the county may submit an appeal to the South Dakota Board of Elections to review the decision. The decision of the South Dakota Board of Elections shall be final. Your application will be reviewed at the next regularly scheduled South Dakota Board of Elections meeting. The county that is submitting the appeal must do so **within 30 days of receiving their denial notice.**

Description of your county's appeal:

The Auditor is the only person in the Jackson County Auditor's Office. I am responsible for more duties than providing election services.

I was not in my office from the first of March until the first of May 2017 for out of state medical treatment.

I told a person from the Secretary of State's Office on the day in July 2017 that grants were being reviewed that I would not be able to complete the 2016 HAVA Reimbursement by the end of July as I was completing the 2018 Jackson County Budget which is required to be completed in July. That person asked if I could get the reimbursement done in August, and I said "Probably." Then I receive the denial letter.

Please review and approve the Jackson County request for \$9,000.00 for the 2018 Election cycle.

A copy of the 2016 HAVA Reimbursement is enclosed showing \$2,245.50 of the state-held HAVA account being requested to cover expenditures.

Please attach your original signed application and supporting documentation with this appeal form.



County Auditor Signature



Date

Remit to:
South Dakota Board of Elections
Attn: Secretary Shantel Krebs, Chair
500 East Capitol Ave., Suite 204
Pierre, SD 57501

Record of Voting Machine Purchases AND Title II Reimbursement and/or Expenditure Electronic Reporting Form for South Dakota Counties as required by the HELP AMERICA VOTE ACT OF 2002

County Name: JACKSON
Date Submitted: 8/20/2017

(Describe only new purchases claimed here:)

Type of Voting Machine Purchased	
# of Voting Machines Purchased	

		Amount Submitted for Reimbursement from State-Held Account	Amount Reported as Expenditure from County-Held Account
1	Total Cost of Voting Machines		
2	Acceptance Testing of Voting Equipment		
3	Maintenance of Voting Equipment	\$2,245.50	\$1,376.50
4	Storage and Transport of Voting Equipment		\$216.82
5	Election-Specific Programming and Installation		\$4,706.17
6	Election Testing for Electronic Voting Machines and Scanners		\$396.00
7	Training Election Workers in the Proper Operation and Maintenance of Voting Machines and Scanners		
8	Implementing Voter Education Programs about Second Chance Voting (voter given the opportunity to change the ballot or receive a new one)		
9	Implementing Provisional Voting		
10	Posting Sample Ballots in a Polling Place on Election Day		\$8.48
11	Posting the Following Information in a Polling Place on the Date of the Election: Polling Place Hours, Instructions on How to Vote, How to Cast a Provisional Ballot, Voting Rights, Laws Prohibiting Acts of Fraud and Misrepresentation		\$1,394.68
12	Publishing Voter Education Instructions and Sample Ballot in the Newspaper		\$5,996.15
13	Implementing the Computerized Statewide Voter Registration List, Verification Process and Maintaining Accurate and Up-to-Date Information in this List (This does not include costs associated with routine NVRA list maintenance.)		
14	Hiring Extra Pollworkers to Help Implement Accessible Voting Machines		
15	Supplies Necessary for Voting Equipment: e.g., ballot boxes for optical scan ballots, privacy sleeves, AutoMARK print cartridges, media cards or drives for M100, M650, or AutoMARK		
16	Insurance on Voting Equipment		
17	SOS-approved projects to improve county's administration of federal elections		(may not use county match money)
	Total:	\$2,245.50	\$14,094.80

Expend first your County-Held Account. When your account is zeroed out, this second column will remain vacant as you report expenses in the first column for your ongoing HAVA acceptable expenses in the 16 rows.

Counties may use state-held title II funds for SPECIFIC projects to improve FEDERAL elections with the approval of the Secretary of State. If you have a new idea, please check with SOS for approval. If you have any question if your project falls into an existing category, please check with SOS. Describe your projects by type and amount requested. (For example: 17-2, \$300.30; 17-4, \$500.99.) If you will use an allowable purchase (such as a laptop) for another purpose, claim only the percentage of the total dedicated to the approved project.

DESCRIPTION of row 17 PROJECT:

Type	Amount
17 - 8 WANBLEE SITE	\$18,945.88

SOS pre-approved row 17 projects: (to expand based upon your approved requests):

- Cost for the portion of your election school having to do with training poll workers on how to more effectively assist voters with disabilities; for example, showing *The 10 Commandments* video.
- 17-1 Cost for software program to better organize your precinct/district relationships.
- 17-2 Cost of ballot printer training to improve your ballot printing.
- 17-3 Cost of Election Reporting Manager (ERM) for quicker election night results reporting.
- 17-4 Cost of "vote here" signs to more clearly identify your polling places.
- 17-5 Cost of ballot trays to better organize ballots.
- 17-6 Cost of the appropriate portion of polling place help-station laptop computers.
- 17-7 Cost for providing absentee voting sites.
- 17-8 Cost of chairs for use with the AutoMARK.
- 17-9 Cost of ADA - Accessible Voting Booths.
- 17-10 Cost associated with Potential Duplicate Deletion Process; SDCL 12-4-40 Identification of Potential Duplicate Voter Registration - Notification.
- 17-11 Cost associated with providing Lakota Language Assistance.
- 17-12 Expenditures associated with implementing the requirements of the Military and Overseas Voter Empowerment (MOVE) Act.
- 17-13 Costs of label printers for absentee ballot systems.
- 17-14 Cost of installing network connections in an Auditor's office.



South Dakota Secretary of State
SHANTEL KREBS

Jackson County Auditor's Office
Attn: Vicki Wilson
PO Box 280
Kadoka, SD 57543-0280

August 3, 2017

Dear Vicki,

On July 20, 2017 the Help America Vote (HAVA) Grant Board made a motion to recommend **denial** of your request for \$9,000.00 for expenses related to the 2018 election cycle for the HAVA Grant Application because your state-held county HAVA account was not at a zero balance, a requirement that is laid out in the HAVA State Plan, HAVA Grant Board parameters as well as the application itself. I accepted the board's motion.

This decision may be appealed to the South Dakota Board of Elections within 30 days of notification. Please see the enclosed appeal form.

If you have any questions regarding this matter, please contact Kristin Gabriel at (605) 773-5666 or Kristin.Gabriel@state.sd.us.

Thank you,

Shantel Krebs
South Dakota Secretary of State



South Dakota Secretary of State

SHANTEL KREBS

- ☒ **Help America Vote Act (HAVA) Grant Application**
☐ **In-Person Satellite Voting Center Pre-Approval Application**

HAVA grants are established by the South Dakota HAVA [State Plan](#) and approved by the HAVA Grant Board. The HAVA Grant Board, with the approval of the State Board of Elections, is made up of four County Auditors (two Democrats and two Republicans), the HAVA Coordinator in the office of the Secretary of State, one member from the disability community and one member from the Department of Tribal Relations.

A county may apply for a HAVA grant to reimburse election expenses related to HAVA. All expenses submitted must meet the requirements of [HAVA](#) and may be subject to both federal and state audits. Before a county may apply for a HAVA grant, all funds in the county's State-Held account and County-Held Match Money account must be spent. A County's State-Held account does not need to be expended if they are applying for funding for an In-Person Satellite Absentee voting locations, as defined in the HAVA Grant Board Parameters.

The maximum amount for which a county may apply for non-in-person satellite voting center related expenses is \$9,000 per Primary and General Election cycle or \$4,500 per year. Exceptions may be made in extraordinary cases such as satellite absentee voting locations, as defined in the HAVA State Plan. Applications must be received by the Secretary of State's office by July 1st of every odd-numbered year for the following year's anticipated expenses. Applications will be approved or denied by November 1st of the odd-numbered year.

If a county is denied a HAVA grant, the county may submit an appeal to the State Board of Elections to review the decision and must do so within 30 days of receiving their denial notice. The decision of the State Board of Elections is final and may not be appealed again.

Applicant Information

This application must be signed by the county auditor but a contact person may be designated to administer the grant process.

County: JACKSON COUNTY
Contact person: VICKI WILSON, AUDITOR
Address: P O BOX 280
City: KADOKA State: SD Zip Code: 57543
Telephone: 605-837-2422 E-mail: Vicki.Wilson@state.sd.us

Grant Request

Expenses can include those incurred during the election year for both the Primary and General Elections.

Total amount requested: \$9,000.00

**Maximum of \$9,000 may be requested per Primary and General Election cycle. Exceptions may be made in extraordinary cases.*

Expenses

The following are categories in which election expenses may be reimbursed by a HAVA grant. Please separate out expenses into the following categories. **Please note that when a reimbursement sheet is submitted, copies of these expenses must be submitted with the reimbursement sheet.**

Maintenance of voting equipment: \$1,900.00

Costs associated with annual premiums for hardware maintenance agreements and firmware maintenance agreements for voting equipment ([HAVA Sec. 301](#)).

Storage and transport of voting equipment: \$250.00

The cost for additional storage space purchased for voting equipment or transporting voting equipment based on time beyond normal county hours ([HAVA Sec. 301](#)).

Election-specific programming and installation: \$4,250.00

Costs associated with programming media cards needed to define elections for voting equipment ([HAVA Sec. 301](#)).

Testing of voting equipment: \$450.00

Cost for paying extra workers at an hourly rate for time beyond normal hours to test voting equipment. Cost of optical scan ballots used specifically for pre-election testing of voting equipment ([HAVA Sec. 301](#)).

Supplies necessary for voting equipment: _____

Costs associated with voting equipment such as battery chargers, ballot boxes for optical scan ballots, privacy sleeves, print cartridges for voting equipment, etc. ([HAVA Sec. 301](#)).

Insurance on voting equipment: _____

Expenses incurred for insuring voting equipment ([HAVA Sec. 301](#))

Training election workers regarding the proper operation and maintenance of voting equipment: _____

The cost that covers the portion of election training regarding voting equipment ([HAVA Sec. 301](#)).

Hiring extra poll workers to help with accessible voting devices: _____

Costs associated with paying poll workers that are dedicated to help voters with voting equipment ([HAVA Sec. 301](#)).

Provisional voting: _____

The cost of the blue provisional envelope, notice to provisional voter, notice of provisional ballot determination, including the cost to mail the notice advising whether provisional ballots were counted. The cost for paying extra workers at an hourly rate or for paying dedicated auditor office employees at an hourly rate for time beyond normal hours to diligently investigate the validity of provisional ballots ([HAVA Sec. 302\(a\)](#)).

Posting sample ballots in a polling place on Election Day: _____ \$50.00

The appropriate costs associated with printing sample ballots ([HAVA Sec. 302\(b\)](#)).

Posting the following information in a polling place on Election Day: polling place hours, instructions on how to vote, how to cast a provisional ballot, voting rights, and laws prohibiting acts of fraud and misrepresentation: _____ \$100.00

The costs incurred for printing voter instructions posters, placards, etc. that will be displayed in the polling place ([HAVA Sec. 301\(a\)\(1\)\(B\)](#) and [302\(b\)](#)).

Publishing voter education instructions and sample ballot(s) in the newspaper: _____ \$2,000.00

Notices that may NOT be reimbursed are the following: notice of voter registration deadline, notice of Primary or General Election and notice of deadline for filing Primary nominating petitions ([HAVA Sec. 301\(a\)\(1\)\(B\)](#) and [302\(b\)](#)).

Implementing and maintaining the statewide election management system: _____

Purchasing a necessary computer that is dedicated to the system, costs associated with paying extra workers at an hourly rate or for paying dedicated auditor office employees at an hourly rate for time dedicated to the system, expenses incurred for training dedicated employees on the system ([HAVA Sec. 303](#)).

Secretary of State's office approved projects to improve county's administration of federal elections (categories are listed below and the costs associated with each category must equal this total):

_____ \$0.00

Costs incurred on projects that the Secretary of State has approved to be HAVA eligible expenses that are not listed in a category above ([HAVA Sec. 251\(b\)\(2\)](#)). Please check with the SOS for approval if there is an expense that does not fall into an existing category below.

Please check one or more of the following descriptions and list the amount:

- ☐ "Vote Here" signs to more clearly identify polling places: _____
- ☐ Ballot trays to better organize ballots: _____
- ☐ Appropriate number of polling place help-station laptop computers: _____
- ☐ Providing in-person absentee voting site that fall within the approved parameters: _____
- ☐ Chairs for use with voting equipment: _____
- ☐ ADA-accessible voting booths: _____
- ☐ Notices sent to voters in the potential duplicate deletion process: _____
- ☐ Providing Lakota language assistance: _____
- ☐ Implementing the requirements of the Military and Overseas Voter Empowerment (MOVE) Act: _____
- ☐ Label printers for absentee ballot systems: _____
- ☐ Installing network connections in an auditor's office: _____
- ☐ Other (must be pre-approved by the Secretary of State's office): _____

Submission Information

This application will serve as the County's pre-approval of funds to be expended for the Primary and General elections. You must submit your Title II reimbursement after the respective elections for reimbursement.

What is pre-approved is what will be reimbursed. Additional expenses will not be reimbursed.

Submit this form by mail, fax or e-mail to:

South Dakota Secretary of State
Attn: HAVA Coordinator
500 E. Capitol Ave., Suite 204
Pierre, SD 57501
P: (605)773-3537
F: (605)773-6580
hava@state.sd.us

Vicki D. Wilson

Print Name of County Auditor

Vicki D. Wilson

Signature of County Auditor

06/17/2017

Date