



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. **Due to extraordinary circumstances, the HAVA Grant Board has extended the deadline for applying for funding for the 2016 Primary and General Elections to Feb. 1, 2016.**

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: McCook
Contact person: Geralyn Sherman
Address: PO Box 190
City: Salem State: SD Zip Code: 57058
Telephone: 605-425-2791 E-mail: mccookaud@triotel.net

Grant Request

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

Total amount requested: _____ \$1,352.79 _____

**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: _____

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: _____

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: _____ \$1,352.79 _____

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

Testing of voting equipment: _____

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: _____

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: _____

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: _____

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):

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: _____

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

Geralyn Sherman

Print Name of County Auditor

Geralyn Sherman

Signature of County Auditor

January 27, 2016

Date



McCOOK COUNTY AUDITOR
130 West Essex - PO Box 190
Salem, South Dakota 57058
Telephone: 605-425-2791
FAX: 605-425-2534

RECEIVED

JAN 29 2016

S.D. SEC. OF STATE

January 27, 2016

Kristin Kellar
HAVA Coordinator
SD Secretary of State Office
500 E Capitol Ave, Suite 204
Pierre SD 57501

Dear Kristin,

Enclosed is a HAVA grant application being submitted to get reimbursement for the expenses of the 2014 general election. A total of \$3,725.11 was submitted in January, 2015 on a HAVA Title II reimbursement form. We were reimbursed \$2,372.32 which was McCook County's balance in the HAVA fund account. We are, therefore, applying for a grant for the balance of \$1,352.79. An email from Brandon Johnson is included for your information.

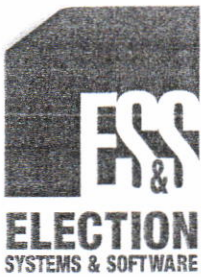
Thank you for your consideration.

Sincerely,

Geralyn Sherman

Geralyn Sherman
McCook County Auditor

Enc.



Election Systems & Software
 6055 Paysphere Circle
 Chicago, IL 60674
 (877) 377-8683

INVOICE NO.	PAGE
917106	1
INVOICE DATE	
11/26/14	

BILL TO: McCook County, South Dakota
 PO Box 190

SHIP TO: McCook County, South Dakota
 130 W Essex

Salem, SD 57058-8901

Salem, SD 57058-8901

ACCOUNT NO.	CUSTOMER P.O. NUMBER	TERMS	ORDER NO.	SALES REP.	SHIP VIA
M00664	CODING 11/04/14	NET 30 DA	1001566	2861	CUST. 1-
QTY. ORDERED	DESCRIPTION	UNIT PRICE	UOM	DISC. %	EXTENDED PRICE

Coverage Date
 Election Ref: 11/04/2014

1.00	Base Charge: Central Tabulator	410.000000	EA		410.00
1.00	Ballot Types	58.600000	EA		58.60
6.00	Precincts	5.850000	EA		35.10
1.00	Ballot Faces	11.750000	EA		11.75
23.00	Contests / Issues	14.050000	EA		323.15
46.00	Candidate / Responses	5.850000	EA		269.10
6.00	Media Burn	11.050000	EA		66.30
	AutoMark Flashcards				
1.00	AutoMARK: Language Set-Up ENG	282.800000	EA		282.80
46.00	AutoMARK: Candidates/Yes-No	8.050000	EA		370.30
6.00	AutoMARK: Political Parties	5.750000	EA		34.50
20.00	AutoMARK: Contests/Issues	11.600000	EA		232.00
3.00	AutoMARK: Props/Amends/Instruct	17.050000	EA		51.15
1.00	AutoMARK: Ballot Faces	11.600000	EA		11.60
1.00	CODING SVCS	.000000	EA		.00

0	USD	.00
		.00
		.00
		.00
	FREIGHT DISCOUNT	.00
	SHIPPING & HANDLING	2,156.35
	TOTAL	USD

Geralyn Sherman

From: Johnson, Brandon (SOS) <Brandon.Johnson@state.sd.us>
Sent: Wednesday, May 27, 2015 9:54 AM
To: 'Geralyn Sherman'
Subject: RE: HAVA Title II Reimbursement form

The HAVA Grant Board will be established next week during our Board of Elections meeting. After that, I will be able to explain exactly how the HAVA grant process will work. Yes, you can submit a reimbursement for the \$2,372.32 to empty your HAVA funds and then apply for a grant when it is available.

Brandon

From: Geralyn Sherman [<mailto:mccookaud@triotel.net>]
Sent: Tuesday, May 26, 2015 4:23 PM
To: Johnson, Brandon (SOS)
Subject: RE: HAVA Title II Reimbursement form

Hi Brandon,

Can we empty our HAVA fund account and then put the balance towards the HAVA grant process or are we out the remaining balance of 1352.79?

I cannot find notes on the grant application process. ☺ How will reimbursements be handled in the future?
Geralyn

From: Johnson, Brandon (SOS) [<mailto:Brandon.Johnson@state.sd.us>]
Sent: Tuesday, May 26, 2015 1:21 PM
To: Sherman Geralyn (mccookaud@triotel.net)
Subject: HAVA Title II Reimbursement form

Geralyn,

I received a Title II Reimbursement form on 01/30/15 for \$3,725.11. After reviewing the form, all expenses are valid, however, McCook County has \$2,372.32 in HAVA funds available. How would you like me to proceed with the reimbursement?

Thanks,
Brandon C. Johnson
HAVA Coordinator
Office of the Secretary of State
500 E. Capitol Ave., Suite 204
Pierre, SD 57501
P: 605.773.5007 F: 605.773.6580
E-mail: Brandon.Johnson@state.sd.us
Website: <https://sdsos.gov>

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