



FLORIDA DEPARTMENT OF STATE

# HELP AMERICA VOTE ACT FEDERAL ELECTION ACTIVITIES GRANT

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## 2017 – 2018 CYCLE

**Ken Detzner, Secretary of State**

Maria Matthews, Director, Division of Elections

Alex Mosca, Program Administrator, Division of Elections

*Florida State Association of Supervisors of Elections*

*2017 Summer Conference*



# History

- 2002 – Help America Vote Act provides funds to states to assist with complying with HAVA requirements.
- 2006 - Florida certified that it met HAVA requirements, freeing up funds for other activities.
- Current - Funds can be used to improve administration of federal election activities.

# Overview

- Funds available for wide variety of improvements to the administration of federal elections.
- Grant requires 15% matching funds from county governing body.
- DOE will assist you in processing “paperwork”.
- County must complete annual reports
- Memorandum of Agreement and attachments contain further details.

# Timeline

- Deadline to request fund for 2017- 2018 is **June 8, 2018.**
- Fiscal year ends on **June 30, 2018.**
- 2017 – 2018 grant cycle applications will be available shortly after the start of the 2017-2018 fiscal year.
- DOE Staff will inform you when the application becomes available.

Funds can be used to improve administration of federal elections in one or more categories:

Voter  
Education

Poll Worker  
Training

Standardizing  
Election  
Results  
Reporting

Other Federal  
Election  
Administration  
Activities (as  
approved by  
DOS)

# Allowable Items

- Voter Education
- Mailing or publishing sample ballots
- Voter information cards
- Voter guides
- Advertising or publications outlining voting procedures, voting rights, or voting technology
- Voting System demonstrations
- Must include information concerning voting procedures, rights, or technology
- Publications shall not contain elected officials' contact information
- Exception for SOE

# Allowable Items (cont'd)

- Poll Worker Training
  - Poll worker training stipends
  - Training materials for poll workers
  
- Software or Hardware Technology:
  - Any software or hardware technology that enhances or facilitates:
    - ✓ Delivery of vote-by-mail ballots
    - ✓ The casting and counting of valid votes
    - ✓ Voting system audits or recount processes
    - ✓ The certification of accurate and complete official election results
  - Such technology or any pilot program that uses such technology must first be certified or approved by DOS

# Allowable Items (cont'd)

- Online / web-based system that allows:
  - Vote-by-mail ballot requests
  - Ballot tracking
  - Precinct-finder system
- MOVE Act Expenses
- UOCAVA Expenses



# Amount of Funds

- Statewide allocation - \$2,000,000.00 for the 2017-2018 grant cycle
- \$0.1554 per active registered voter statewide as of the 2016 General Election
- Funds available = Number of voters in county x \$0.1554

# Best Practices

- Apply early
  - Do not wait until end of grant cycle to apply.
  - Helps ensure you will receive funds.
- Expend prior years' grants first
  - Reduces administrative burden on all parties
- Use Electronic Payment
  - Will allow you to monitor and receive payments electronically
  - Eases administrative burden
  - Get started by submitting direct deposit authorization to DFS

# REPORTING REQUIREMENTS

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# HAVA Balance Report

- Report remaining balance of HAVA funds as of June 30, 2017
- Report balances from each grant type and fiscal year.
- Report due by July 24, 2017.

# HAVA Expenditures Report

- Report HAVA expenditures made in prior county fiscal year --October 1 through September 30;
- Report due December 31;
- A separate report is required for each grant (i.e. voter education, poll worker training, etc. and by fiscal year) until the HAVA funds are expended.
- FEA Reports must agree with your county's plan.
- Report funds spent by Federal Funds, County Matching Funds and Interest Earned.

# ONLINE GRANTS SYSTEM


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# New Online System

- Developed over the past two years
- One-stop shop for Grants Department-wide
- Will ease grant application process
- Reduce administrative burden
- Final system will incorporate
  - Applications
  - Contracts
  - Payments
  - Reports
  - Repository

# DOS Grants Homepage

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

 Home Organization Grants ▾ Panels ▾ Search Help ▾

[Register as a new user](#) | [Forgot your password?](#)

Log In :

## Welcome to DOS Grants, the Department of State's online Grants system



DOS Grants allows Floridians to apply for and manage grants offered by the Department of State through the Divisions of Cultural Affairs, Elections, Historical Resources and Library and Information Services. These grants support Florida's position as the recognized national leader in arts and culture, information management and history and heritage while creating opportunities for every Floridian to participate in Florida's culture, history, information, business and electoral process.

Select "Grants" in the menu above to see the available applications or create an account and add your organization to get started.

Upcoming Events	
Description	Date/Time
Small Matching Review and Ranking Meetings are scheduled for July 19 and 20 at the R.A.Grey Building, Tallahassee	06/16/2017
DHR Special Category Application Submission Period will close June 15, 5:00pm ET	06/15/2017
Library Cooperative grant applications due June 9.	06/09/2017



# Impact of Online System

- Web-based solution to grant application and management
- No more paper
- System can be accessed from anywhere
- System will be used for 2017-2018 FEA grant cycle
- No Change in MOA or Attachments since prior cycle

# Resources

- SOE Online Grants System User Manual
  - PDF Guide on how to navigate through the system
- FAQ
  - On Grants Portal
- Training Videos
  - On Department's Grants YouTube page
  - [https://www.youtube.com/channel/UCdbmImw3ilE3CnYbynK\\_eo8Q](https://www.youtube.com/channel/UCdbmImw3ilE3CnYbynK_eo8Q)
- DOE Staff are always available to assist

# Online Demonstration

- DOS Grants Homepage:  
<https://dosgrants.com/>

# Contact Info

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The End



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