

# HELP AMERICA VOTE ACT (HAVA) TIMELINE

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Ken Detzner, Secretary of State

John Boynton, Deputy Secretary

**2013 FSASE  
NEW SUPERVISORS OF ELECTIONS  
TRAINING CONFERENCE**



# WHAT IS HAVA

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## HELP AMERICA VOTE ACT

- ❑ Signed into law in October 2002 by President George W. Bush
  
- ❑ Law included the following set of federal election requirements:
  - Replacements of outdated voting equipment
  - Creation of centralized Statewide database of registered voters
  - Improvements to the administration of elections

# WHAT IS HAVA

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## THE HAVA UNIT RESPONSIBILITIES

- ❑ Coordination and oversight of federal funding programs associated with the Help America Vote Act (HAVA) and other election administration activities
- ❑ Responsible for the following grant programs to ensure compliance with federal and state guidelines and procedures

# WHAT IS HAVA

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## THE HAVA UNIT RESPONSIBILITIES

1. VOTER EDUCATION
2. POLL WORKER TRAINING
3. FEDERAL ELECTION ACTIVITIES
4. VOTING SYSTEMS ASSISTANCE
5. BALLOT-ON-DEMAND
6. OPTICAL SCAN
7. HHS – POLLING PLACE ACCESSIBILITY

# HAVA Timelines

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## REQUEST: FY 2012-2013 FUNDS FOR FEDERAL ELECTION ACTIVITIES

- ❑ *Deadline to request grant funds → **June 5, 2013** (This allows time to process before state fiscal year ends on June 30, 2013. Refer to MOA for details.)*
- ❑ *Reminder emails will be sent to those counties that have not yet submitted their paperwork.*
- ❑ *The employees in the HAVA Administration Unit are available to answer your questions.*

# HAVA Timelines

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## REQUEST: FY 2012-2013 FUNDS FOR FEDERAL ELECTION ACTIVITIES – CONT'D PAGE

- Refer to #3 on page 2 of Attachment A regarding interest bearing accounts.

3. The Supervisor must establish and maintain the FY 2012-2013 funds in an interest bearing account **in a “qualified public depository” as required by section 280.03, Florida Statutes.** The Supervisor must segregate funds for federal election administration activities and required county matching dollars in a separate account established to hold only those funds. Any funds remaining at the end of the fiscal year shall remain in the account to be used for the same purposes for subsequent years or until such funds are fully expended.

# HAVA Timelines

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## REQUEST: FY 2012-2013 FUNDS FOR FEDERAL ELECTION ACTIVITIES (CONT'D)

- ❑ These are the acceptable uses for the funds under the categories listed on Attachment A to the MOA:
  - ✓ Mailing or publishing sample ballots ***which must include additional information on voting procedures, voting rights or voting technology;***
  - ✓ Voter information cards ***which must include additional voter education information on voting procedures, voting rights or voting technology;***

# HAVA Timelines

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## FEDERAL ELECTION ACTIVITIES – ALLOWABLE ITEMS (CONT'D)

- ✓ Advertising or publications outlining voting procedures, voting rights or voting technology;
- ✓ Voting System demonstrations;
- ✓ Poll worker ***training*** stipends;
- ✓ Training materials for poll workers;
- ✓ Voter guides ***which must include voter education information concerning voting procedures, voting rights, or voting technology but shall not contain elected officials' contact information other than the supervisor's contact information;***  
or



# HAVA Timelines

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## FEDERAL ELECTION ACTIVITIES – ALLOWABLE ITEMS (CONT'D)

- ✓ Maintaining online or web-based absentee ballot request and ballot tracking and precinct-finder system as relates to use in federal elections and for the costs for upgrades and future license fees and maintenance fees for the MOVE Act and other UOCAVA expenditures.

# HAVA Timelines

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## FEDERAL ELECTION ACTIVITIES – ALLOWABLE ITEMS (CONT'D)

- ✓ **Software or Hardware Technology:** Any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the items listed below. **NOTE:** Such technology or any pilot program that uses such technology must first be certified or approved, whichever is applicable, by the Department of State. **Please indicate below which items are part of your plan.**
  - delivery of absentee ballots;
  - the casting and counting of valid votes;
  - Voting system audits or recount processes;
  - The certification of accurate and complete official election results.

# HAVA Timelines

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## REQUEST: FY 2013-14 FUNDS FOR FEDERAL ELECTION ACTIVITIES

- **HAVA Administrative Team will mail out paperwork to Supervisors of Elections in mid-to-late July, 2013 for the FY2013-14 funds.**

July 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# REQUEST: 2008 HHS Grant

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## U.S. Dept. of Health and Human Services (HHS) Voting Access for Individuals with Disabilities (VOTE) Program for Polling Place Accessibility

- ❑ This is a reimbursement grant. Instructions on how to request a reimbursement are part of the Memorandum of Agreement and cover letter. We encourage you to call our office with any questions.
- ❑ Deadline to request reimbursement → July 26, 2013.
- ❑ After July 26, 2013, funds not earmarked will be available to the counties to reimburse cost of already purchased AutoMark voting equipment.
- ❑ 2008 HHS Grant Funds no longer available after September 30, 2013.

July 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	✘	27
28	29	30	31			

  

September 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	✘					

# REQUEST: 2009 HHS FUNDS

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## Voting Access for individuals with Disabilities (VOTE) Program for Polling Place Accessibility



October 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ❑ Paperwork will be mailed out beginning 1<sup>st</sup> week in October 2013.
- Even if your county does not plan to request reimbursement, sign and return the agreement in order to reserve the option to request in the future.
- 2009 HHS funds no longer available after September 30, 2014.

# REPORTS & SURVEYS DUE

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# HAVA Timelines

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## REPORT: HAVA “BALANCE”

- ❑ Report remaining balance of HAVA funds as of June 30, 2013 (refer to Attachment A of MOA #2012-2013-0001 for details)
- ❑ The Department of State will provide the reporting forms.
- ❑ Report due by July 22, 2013.

July 2013						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	✘	23	24	25	26	27
28	29	30	31			

# HAVA Timelines

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## REPORT: HHS Funds (VOTING ACCESS FOR INDIVIDUALS with Disabilities (VOTE) Program for Polling Place Accessibility)

- ❑ Report due annually on or before **October 31** (Refer to terms of MOA)
- ❑ Division of Elections will provide report forms (that include amount county received) to those counties which received reimbursement during the prior county fiscal year between October 1 thru September 30.



# HAVA Timelines

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**NOT  
DUE**

**Until 2014**

## REPORT:

### HAVA VOTER EDUCATION

- ❑ Required by Legislature (s. 98.255, F.S.);
- ❑ Due in each general election year;
- ❑ Online link will be provided by the Division;
- ❑ Report due → December 15<sup>th</sup>;
- ❑ Division of Elections compiles the results.

# 98.255 Voter Education Programs. --

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(1) The Department of State shall adopt rules prescribing minimum standards for nonpartisan voter education. The standards shall, at a minimum, address:

- (a) Voter registration;
- (b) Balloting procedures, absentee and polling place;
- (c) Voter rights and responsibilities;
- (d) Distribution of sample ballots; and
- (e) Public service announcements.

(2) Each county supervisor shall implement the minimum voter education standards, and shall conduct additional nonpartisan education efforts as necessary to ensure that voters have a working knowledge of the voting process.

**(3) By December 15 of each general election year, each supervisor of elections shall report to the Department of State a detailed description of the voter education programs implemented and any other information that may be useful in evaluating the effectiveness of voter education efforts.**

The department shall reexamine the rules adopted pursuant to subsection (1) and use the findings in these reports as a basis for modifying the rules to incorporate successful voter education programs and techniques, as necessary.

**History.**—s. 9, ch. 80-292; s. 1, ch. 83-16; s. 530, ch. 95-147; s. 59, ch. 2001-40; s. 35, ch. 2010-102.

# HAVA Timelines

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December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	<del>31</del>				

## REPORT: HAVA EXPENDITURES

- ❑ Report HAVA expenditures made in prior *county* fiscal year --October 1 through September 30;
- ❑ Report due →December 31;
- ❑ Department of State will provide report forms;
- ❑ 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.

# HAVA Timelines

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## HAVA EXPENDITURES — CONT'D PAGE

December 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	<del>31</del>				

- ❑ FEA Reports must agree with your county's plan. Report funds spent by Federal Funds, County Matching Funds and Interest Earned.

# EAC SURVEY: ELECTION ADMINISTRATION & VOTING SURVEY

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**NOT**

**DUE**

**Until 2014**

# ABOUT THE EAC SURVEY

Since 2004, the EAC has administered this biennial Survey to the 50 States, the District of Columbia, and the territories of America Samoa, Guam, Puerto Rico, and U.S. Virgin Islands. The Survey asks election officials questions concerning voting and election administration. These questions request information at the State and county levels (or county equivalent) on ballots cast; voter registration; overseas and military voting; Election Day activities; voting technology; and other important issues. The EAC issues the survey to meet its obligations under the Help America Vote Act to serve as national clearinghouse and resource for the compilation of information with respect to the administration of Federal elections. The Survey data is also used to satisfy statutory requirements and results in three reports: the Impact of the National Voter Registration Act of 1993; the Uniformed and Overseas Citizens Absentee Voting Act; and, the Election Administration and Voting Survey. The aforementioned reports are sent to Congress and posted on the EAC website.

## **Background and Authority**

The EAC issues the Survey to meet its obligations under the Help America Vote Act 2002 (HAVA) to serve as national clearinghouse and resource for the compilation of information with respect to the administration of Federal elections; to fulfill its data collection requirements under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA); and meet its National Voter Registration Act (NVRA) mandate to collect information from states concerning the impact of that statute on the administration of Federal elections.

# EAC SURVEY: 2014 ELECTION ADMINISTRATION & VOTING SURVEY – WHAT IS THE EAC SURVEY?

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- The data is to be entered into an Excel spreadsheet provided by the EAC through the Division of Elections;
  - The next survey will be due after the 2014 General Election;
  - Survey questions are generally similar to the previous EAC Survey.
  - Division will re-examine who will be answering which questions (e.g., Division of Elections using data pulled from FVRS or Supervisors of Elections).

# HAVA TEAM CONTACT INFORMATION

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