



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

**Data Collection: Optical Scan Voting System Reimbursement
(For HAVA-Compliant Systems Purchased After November 2000)**

October 19, 2005

You are receiving this mailing because you previously reported to the Bureau of Elections that your county or jurisdiction purchased a precinct count optical scan voting system(s) after the November 2000 General Election. This mailing is the first step in verifying your eligibility for reimbursement funding and in establishing the amount of Help America Vote Act (HAVA) funding that will be provided.

The first step in this process entails completion of a survey covering several details regarding your purchase. **Note that you should only complete this survey if you purchased a HAVA-compliant precinct-count optical scan system(s) after November 2000, and paid for your new system.** That is, if the county paid for systems for all jurisdictions in the county, the county should complete the survey, not the individual jurisdictions.

Eligibility:

Qualifying expenditures will include payments made to purchase tabulators and Election Management System (EMS) software. Other costs may also be eligible for reimbursement and will be evaluated on a case-by-case basis.

Jurisdictions are not eligible for reimbursement if they received or are scheduled to receive new HAVA funded optical scan voting systems in 2004 or 2005. In addition, the new statewide contracts require that all voting systems sold in Michigan must comply with 2002 Federal voting system standards to ensure security and reliability. To maintain consistency with this contract provision, we will not reimburse for the purchase of systems that do not meet the 2002 standards. *NOTE: At this time, Optech Eagle systems do not meet the 2002 standards and are therefore not eligible for reimbursement.* If you purchased an Optech Eagle system during the time period listed above, contact your vendor to find out if there are plans to upgrade these systems. As an alternative, if you would rather obtain a new system, please send us written certification to this effect at the address or e-mail listed on the next page, and the Bureau of Elections will initiate an order for new equipment on your behalf.

Survey Completion:

The attached survey is self-explanatory. Please record all pertinent data with respect to your purchase, and if you purchased systems for multiple jurisdictions, attach detailed listings to include all requested data for each jurisdiction involved.

Section 1 of the attached survey has been pre-populated with data currently on file in the Bureau of Elections. Please note any needed changes directly on the survey form.

Section 2 asks for information on the vendor, type of voting equipment purchased, and purchase date.

Sections 3, 4, and 5 ask for quantities and costs for all tabulators, Election Management System (EMS) software, and warranties purchased.

Section 6 asks for a total contract dollar amount, as well as copies of all contract documents for the jurisdictions listed in your survey. Please submit copies of all contracts, as well as some form of payment proof or verification (e.g., copy of canceled check or receipt of payment from your vendor). You should keep all original paperwork for your records. To expedite processing, we are also asking that you mark or somehow highlight all information in these documents that coincide with the data listed on your survey.

Please sign the survey to certify that the voting system(s) listed was purchased during the designated timeframe and that your county or jurisdiction has paid all associated costs. Please also list contact information for the person that can provide follow-up information if needed.

Next Steps:

Please return your completed survey to the Bureau of Elections contact listed below no later than **Friday, November 18**. When we receive your completed survey, an internal review and analysis will be conducted to determine final eligibility and reimbursable costs. Once this step is completed, you will receive notification of the planned reimbursement amount. You will also receive a grant application for your county or jurisdiction, which will detail the terms and conditions related to this process. Once that document is signed and returned, we will begin processing your reimbursement.

We hope to be able to process these requests as quickly as possible once we receive your survey and related documentation. Note however that the data analysis process will also require a certain amount of time, which may vary based on the completeness of the data submitted. Timeframes for releasing final payments are unknown at this time, but the timeliness and completeness of your survey response will likely have a direct effect on how quickly we can release final payment.

If you have questions regarding this process, please contact the Bureau of Elections point of contact for HAVA Voting System Reimbursements:

Sherry Barrett
Michigan Department of State
Bureau of Elections
PO Box 20126
Lansing, MI 48901-0726

Sherry can also be reached at (517) 241-2538 between 8:00 a.m. and 3:30 p.m. weekdays or by e-mail at BarrettS1@Michigan.gov.

Thank you for your help and patience as we continue to work through this process.