

BOARD OF SUPERVISORS

COUNTY OF MADISON

PROPOSED SUPPLEMENTAL APPROPRIATION

DATE: 8/11/2020

FY2021

| Type of Supplement | |
|--------------------|--|
| | Interdepartmental transfer (same fund) |
| | Interfund transfer |
| x | Revenue/Expense offset |
| | Use of contingency |
| | Other use of fund balance not in original budget |

PURPOSE: To appropriate CARES Act fund grant for Electoral Board. Federal grant program is election security.

| GL Account Reference | Account type | Fund Name | Department | Object Code/Source | Debit | Credit |
|----------------------|--------------|--------------|-----------------|-----------------------|-----------|-----------|
| 14-01-13-13100-3210 | EXP | COVID Grants | Electoral Board | Electoral Board Fees | 1,000.00 | |
| 14-01-13-13100-5800 | EXP | COVID Grants | Electoral Board | Miscellaneous Expense | 11,405.16 | |
| 14-01-13-13100-6001 | EXP | COVID Grants | Electoral Board | Office Supplies | 6,000.00 | |
| 14-01-13-13100-6005 | EXP | COVID Grants | Electoral Board | Cleaning Supplies | 1,000.00 | |
| 14-01-13-13100-8103 | EXP | COVID Grants | Electoral Board | IT Equipment | 25,100.00 | |
| 14-330208 | REV | COVID Grants | na/ | CARES Act - EB | | 44,505.16 |
| | | | | | 44,505.16 | 44,505.16 |

Note: A debit charged to a budgeted expense line increases the appropriated expense; a credit charged to a budgeted expense line item decreases the appropriated expense. A credit charged to a budgeted revenue line item increases the anticipated revenue available.

Expense Request for Madison County Voter Registration

| Item | Cost | Quantity | GL Account | Reason Needed |
|---|---------------------|----------|------------|--|
| 1 Poll Pads | \$ 22,900.00 | 20 | 13100-8103 | These Poll Pads would replace the current laptops that we use to check in at the precincts. They would be no touch between the election official and the voter check in due to an ID scanner on the side that the voter can hold their ID up to and the eliminate the |
| 2 Charles Moncrief Labor to set up Poll Pads | \$ 650.00 | 8 hours | 13100-8103 | Estimate of 1 day to set up and program new poll pads to have them ready for the November Election |
| 3 Ipad Pro | \$ 1,200.00 | 1 | 13100-8103 | Needed for monitoring and troubleshooting the poll pads on election day. All units can be viewed from this device and tests can be run to diagnose issues, treat problems they are experiencing. Can also be used to monitor them while traveling on election day and in any office room if necessary. |
| 4 Star Micronics Bluetooth Receipt Printer for Poll Pad | \$ 350.00 | 1 | 13100-8103 | To track early voters that come in-person between 9/18 and 10/31 (this printer would print a check in receipt for each voter since an application is no longer required |
| 5 Cleaning Supplies for Precincts on Election Day | \$ 1,000.00 | ? | 13100-6005 | lysol products, gloves, masks, hand sanitizer, etc. |
| 6 Mailers/Postcard (including postage) | \$ 5,000.00 | 9,500 | 13100-6001 | explaining the important dates, that you can no excuse vote in person or by mail and that we will be taking all precautions to keep them safe and the precincts clean on |
| 7 Absentee Ballot Supplies | \$ 1,000.00 | ? | 13100-6001 | Extra postage for increase in mailing of Absentee ballots, 3 types of envelopes required for absentee mailing |
| 8 Extra Election Officials | \$ 1,000.00 | 20 | 13100-3210 | |
| 9 Miscellaneous Supplies | \$ 11,405.16 | ? | 13100-5800 | TBD at a later date |
| Total | \$ 44,505.16 | | | |
| Purchases prior to 6/30/2020 | \$ 5,197.84 | | | |
| Grand Total from FY 20 & FY 21 | \$ 49,703.00 | | | |
| Total funds being received from CARES ACT | \$ 49,703.00 | | | |
| being used so far if approved | \$ 49,703.00 | | | |

Office supplies and sanitation supplies for 6/23/2020 Primary Election

2020

CARES ACT - (COVID-19)

Enter Contact Information

Email completed certification as an attachment to:

County or City Name **Madison County**

Locality Code 113

ID (internal use only) 0000065252

Mailing Address:

Street 1 414 N. Main Street

Street 2 P.O. Box 705

City Madison

Zip Code 22727

fiscal@elections.virginia.gov

For questions, contact
Kevin Hill at: 804-864-8950

INSTRUCTIONS:
 See *Instructions Tab* . Fill in the *shaded areas* .
 When finished, **SAVE this workbook** .

Email the completed certification to
fiscal@elections.virginia.gov Enter the subject like this:
 Name of Locality - CARES ACT Certification.

Please Provide all signatures (as applicable)

Total Award amount of CARES ACT (COVID-19) Funding

\$ 49,703

Chief Administrative Officer (City Manager, County Administrator or authorized designee)

I certify that the amount awarded is to be used for Elections allowable expenses. Any funding from CARES ACT that is not an eligible expense must be paid back to ELECT with interest. We also agree to maintain all records for a period of 4 years or audited. All funds must be encumbered by November 30, 2020 and paid out by December 31, 2020.

Name **Jack Hobbs**

Work Title **County Administrator**

Email **jhobbs@madisonco.virginia.gov**

Phone **540/948-7500**

General Register (Primary Contact)

I certify that the amount awarded is to be used for Elections allowable expenses for the 2020 Presidential Elections. We also agree to maintain all records for a period of 4 years or audited. All funds must be encumbered by November 30, 2020 and paid out by December 31, 2020.

Name _____

Work Title _____

Email _____

Phone _____



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

July 30, 2020

Re: Additional CARES Act Grant Information

Good day to all,

I wanted to provide an update to some questions that have been asked and provide some additional guidance on allowable charges.

Question: When will the grant funding be released?

For localities who have submitted their certification, we are currently planning to release their funding the first week of August. The release date is dependent on our actual receipt of the federal funds. Methods of funding will be transmitted to localities based on how they are set up in the state accounting system. For example, if you receive your annual reimbursement electronically, then the grant funding will be sent the same way.

Purpose and Use of Funds. The CARES Act makes clear that grant funds are for additional costs associated with the national emergency related to coronavirus, and are to be spent *“to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.”*

Allowable uses include, but are not limited to:

- Printing of additional ballots and envelopes for anticipated higher levels of absentee by mail voting
- Registration list activities to improve the accuracy of registrant addresses
- Additional mailing and postage costs, including ballot-tracking software
- Acquisition of additional voting equipment, including high speed or central count tabulators
- Installation and security for absentee or mail drop-boxes
- Temporary elections office staffing
- Cleaning supplies and protective masks and equipment for staff and poll workers in early voting, vote center, or Election Day polling places (please note that ELECT will be providing certain PPE)

- Overtime salary and benefit costs for elections staff and poll workers
- Training of poll workers on sanitization procedures for in-person voting
- Public communication of changes in registration, ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.
- Mailings to inform the public on changes or determination of procedures of coronavirus precautions, options in voting and other voting information.
- Pre- and post-election deep cleaning of polling places
- Leasing of new polling places when existing sites must be closed
- Additional laptops and mobile IT equipment
- Additional automated letter opening equipment

This list is not exhaustive and states/localities may encounter other costs. ELECT will determine allowable costs within the parameters of the CARES Act.

Additional Information

- Costs charged to the grant must be paid by 11/30/2020 so that federal reporting can be completed by December 30, 2020
- Any unexpended funds must be returned to ELECT by a TBD date in December
- You will be asked to put your expenses in one of the categories listed below for reporting:
 - Voting Processes, including additional costs for printing and mailing ballots, ballot tracking software, high speed scanners and letter opening equipment, mail drop boxes, hardware and software associated with signature comparison of returned ballots
 - Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff
 - Security and Training: Security for additional absentee or mail drop-boxes, pre- and post election cleaning of polling places, staff and poll worker training on prevention processes
 - Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures
 - Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks

- ELECT will also request the amount of interest earned on the funding received. Interest earned can also be spent as part of the award.

I hope this additional information will help as you go through the process of spending the CARES Act funding and prepare for final reporting. If there are additional questions, please contact me at Kevin.Hill@elections.virginia.gov or call 804-864-8950. Stay safe and cool.

Thank you,

Kevin A. Hill/Business Manager

Virginia Department of Elections

Kevin.Hill@elections.virginia.gov

Washington Building | 1100 Bank Street, Richmond, VA 23219