

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 Estimate of 1 day to set up and program new poll pads to have them ready for the November Election
2 Charles Moncrief Labor to set up Poll Pads	\$ 650.00	8 hours	13100-8103	
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			Office supplies and sanitation supplies for 6/23/2020 Primary Election
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			



★ 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
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