



## North Carolina State Board of Elections



### 2012 Second Primary and 2012 General Election Coding Grant Application Guidelines

The purpose of this application is to set forth the requirements that must be met by each county seeking use of Help America Vote Act (HAVA) funding to be used for the reimbursement of the 2012 Second Primary Election and the 2012 General Election coding costs.

The North Carolina State Board of Elections has approved payment of Coding Grants to counties. These funds will be distributed to the counties based on submission of grant applications and availability of funds. The guidelines and stipulations below must be followed. All funding and expenditures will be subject to federal and state audits. The source of this one-time grant is Title I HAVA funds.

#### **The funds are to be used to:**

Reimburse the counties for the costs of election coding (coding, layout, audio) for the July 17, 2012 Second Primary Election and the November 6, 2012 General Election.

#### **Guidelines:**

1. Each County Board of Elections is required to complete the County Coding Grant Application Form if they desire these funds. The form may be sent electronically and should be e-mailed to the attention of Neil Baddour at [neil.baddour@ncsbe.gov](mailto:neil.baddour@ncsbe.gov).
2. The attached federal and state guidelines for receiving HAVA funds must be followed.
3. After SBE has received, reviewed and approved the completed Coding Grant Application, eligible counties will be sent a reimbursement check.
4. This application must be received by January 31, 2013.



COUNTY CODING GRANT APPLICATION FORM

COUNTY NAME: Mecklenburg

PHONE: 704/336-2133

PERSON COMPLETING APPLICATION: Tammy Polk Hinton

Coding Invoices	Total
2 <sup>nd</sup> Primary Election - Coding, Layout, Audio	\$ 599.75
General Election - Coding, Layout, Audio	\$2,033.45
<b>Total</b>	<b>\$2,633.20</b>


PLEASE ATTACH:

1. Copies of ES&S invoices for each election including all coding, layout, and audio invoices.

NOTE: Counties that coded by precinct will only be reimbursed for the amount they would have been charged had they coded by style.

In addition as a condition of this grant, the county agrees:

1. Not to use these one-time HAVA Title I funds received under this grant to supplant money already designated or encumbered for election purposes but to supplement existing money that can be used for election purposes.
2. That the County will comply with all applicable federal and state laws, including statutes, rules and regulations.
3. That the County will follow the audit requirements, certifications, and federal laws specified in Attachment #1.

  
 \_\_\_\_\_  
 SIGNATURE, COUNTY ELECTIONS DIRECTOR

1/3/13  
 \_\_\_\_\_  
 DATE

  
 \_\_\_\_\_  
 SIGNATURE, OF COUNTY BOARD OF ELECTIONS CHAIR

1/3/13  
 \_\_\_\_\_  
 DATE

The amount of these funds must be reflected in the financial statements that county prepares for the operations of the county board of elections for the county audit and must be reported in the county Compliance Report of federal funds received. Provide the name of the County Officer responsible for the accounting and reporting of funds:

COUNTY OFFICER: Dena Diorio

ATTACHMENT #1

*Audit rules specified in Section 902 of HAVA:*

42 USC § 15542 (SEC. 902). AUDITS AND REPAYMENT OF FUNDS.

(a) Recordkeeping Requirement.--Each recipient of a grant or other payment made under this Act shall keep such records with respect to the payment as are consistent with sound accounting principles, including records which fully disclose the amount and disposition by such recipient of funds, the total cost of the project or undertaking for which such funds are used, and the amount of that portion of the cost of the project or undertaking supplied by other sources, and such other records as will facilitate an effective audit.

(b) Audits and Examinations.--

(1) Audits and examinations.--Except as provided in paragraph (5), each office making a grant or other payment under this Act, or any duly authorized representative of such office, may audit or examine any recipient of the grant or payment and shall have access for the purpose of audit and examination to any books, documents, papers, and records of the recipient which in the opinion of the entity may be related or pertinent to the grant or payment.

(2) Recipients of assistance subject to provisions of section.-- The provisions of this section shall apply to all recipients of grants or other payments under this Act, whether by direct grant, cooperative agreement, or contract under this Act or by subgrant or subcontract from primary grantees or contractors under this Act.

(3) Mandatory audit.--In addition to audits conducted pursuant to paragraph (1), all funds provided under this Act shall be subject to mandatory audit by the Comptroller General at least once during the lifetime of the program involved. For purposes of an audit under this paragraph, the Comptroller General shall have access to books, documents, papers, and records of recipients of funds in the same manner as the office making the grant or payment involved has access to such books, documents, papers, and records under paragraph (1).

(4) Special rule for payments by general services administration.--With respect to any grant or payment made under this Act by the Administrator of General Services, the Election Assistance Commission shall be deemed to be the office making the grant or payment for purposes of this section.

(5) Special rule.--In the case of grants or payments made under section 251, audits and examinations conducted under paragraph (1) shall be performed on a regular basis (as determined by the Commission).

(6) Special rules for audits by the commission.--In addition to the audits described in paragraph (1), the Election Assistance Commission may conduct a special audit or special examination of a recipient described in paragraph (1) upon a vote of the Commission.

(c) Recoupment of Funds.--If the Comptroller General determines as a result of an audit conducted under subsection (b) that--

(1) a recipient of funds under this Act is not in compliance with each of the requirements of the program under which the funds are provided; or

(2) an excess payment has been made to the recipient under the program, the recipient shall pay to the office which made the grant or payment involved a portion of the funds provided which reflects the proportion

of the requirements with which the recipient is not in compliance, or the extent to which the payment is in excess, under the program involved.

*In addition, please note that the following U.S. Office of Management and Budget guidelines, Federal Regulations and Federal Laws apply to these federal funds:*

- OSBM Circular A-87 – Cost Principles for State, Local and Indian Tribal Governments (Cost Principles)
- OSBM Circular A-102 – Grants and Cooperative Agreements with State And Local Governments (Administrative Requirements)
- Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (“Common Rule”, Administrative Requirements, 53 FR 8087, March 11, 1988)
- OSBM Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations (Single Audits, Audit Requirements).
- 45 CFR part 93-Anti-Lobbying Certification and Disclosure Form
- 45 CFR part 76- Certification Involving Drug-Free Work Place
- 45 CFR part 76- Disbarment Certification
- Certification Regarding Environmental Tobacco Smoke, Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994. (This applies only if some of grant fund sources are from EAID H&HS HAVA funds)

*And that you must comply with the following Federal Laws (42 USC § 15403 (b)(3)):*

- a. The Voting Rights Act of 1965;
- b. The Voting Accessibility for the Elderly and Handicapped Act;
- c. The Uniformed and Overseas Citizens Absentee Voting Act;
- d. The National Voter Registration Act of 1993;
- e. The Americans with Disabilities Act of 1990; and
- f. The Rehabilitation Act of 1973.

ELE007923



Election Systems & Software  
6055 Paysphere Circle  
Chicago, IL 60674  
(877) 377-8683

MECKLENBURG COUNTY  
DEC 18 2012  
BOARD OF ELECTIONS

INVOICE NO.	PAGE
841823	1
INVOICE DATE	
12/07/12	

BILL TO: Mecklenburg County, North Carolina  
PO Box 31788  
Charlotte, NC 28204-2897

SHIP TO: Mecklenburg County, North Carolina  
Election Warehouse  
3205 Freedom Dr  
Ste 108  
Charlotte, NC 28208

ACCOUNT NO.	CUSTOMER PO NUMBER	TERMS	ORDER NO.	NET SALES PRICE	SHIP VIA
M10441	AUDIO 11/06/12	NET 30 DA	922676	2861	ELECTRON
QTY ORDERED	DESCRIPTION	UNIT PRICE	QUANTITY DISCOUNT	EXTENDED PRICE	

Coverage Date

Election Ref: 11/06/2012

1	Audio Coding Services	.000000	EA	.00
1	Audio: Language Set-Up English	299.250000	EA	299.25
111	Audio: Candidates/Yes-No	8.500000	EA	943.50
5	Audio: Political Parties	6.100000	EA	30.50
52	Audio: Contests/Issues	12.300000	EA	639.60
6	Audio: Props/Amends/Instructs	18.050000	EA	108.30
1	Audio: Ballot Faces	12.300000	EA	12.30

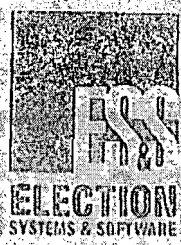
NC USD .00  
.00  
.00  
.00  
FREIGHT DISCOUNT .00  
SHIPPING & HANDLING 2,033.45  
TOTAL USD

INVOICE NO.	ACCOUNT NO.	AMOUNT	CURRENCY
841823	M10441	2,033.45	USD

Election Systems & Software  
(877) 377-8683

PLEASE DETACH AND RETURN THIS STUB WITH YOUR PAYMENT.  
THANK YOU!

ELE 007650



**Election Systems & Software**  
 6055 Paysphere Circle  
 Chicago, IL 60674  
 (877) 377-8683

INVOICE NO.	PAGE
820381	1
INVOICE DATE	
06/29/12	

**BILL TO:** Mecklenburg County, North Carolina  
 PO Box 31788  
 3205 Freedom Dr  
 Ste 108  
 Charlotte, NC 28204-2897

**SHIP TO:** Mecklenburg County, North Carolina  
 Election Warehouse  
 3205 Freedom Dr  
 Ste 108  
 Charlotte, NC 28208

ACCOUNTING	CUSTOMER NUMBER	TERMS	ORDER NO.	SALES REP	CITY
M10441	AUDIO 07/17/12	NET 30 DA	896804	2861	ELECTRON
QTY ORDERED	DESCRIPTION	UNIT PRICE	UOM	DISC %	EXTENDED PRICE

QTY ORDERED	DESCRIPTION	UNIT PRICE	UOM	DISC %	EXTENDED PRICE
	Coverage Date				
	Election Ref: 07/17/2012				
1	Audio Coding Services	.000000	EA		.00
1	Audio: Language Set-Up English	299.250000	EA		299.25
18	Audio: Candidates/Yes-No	8.500000	EA		153.00
2	Audio: Political Parties	6.100000	EA		12.20
9	Audio: Contests/Issues	12.300000	EA		110.70
2	Audio: Ballot Faces	12.300000	EA		24.60

NC USD	.00
	.00
	.00
	.00
FREIGHT DISCOUNT	.00
SHIPPING & HANDLING	599.75
<b>TOTAL</b>	<b>USD</b>

INVOICE NO.	ACCOUNTING	TOTAL AMOUNT
820381	M10441	599.75 USD

Election Systems & Software  
 (877) 377-8683

PLEASE DETACH AND RETURN THIS SLIP WITH YOUR PAYMENT.  
 THANK YOU!