



UNITED STATES
ELECTION ASSISTANCE COMMISSION

HAVA Funds Management



2011 Requirements Payments Instructions



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Webinar Agenda

1. State Plan Updates
2. Instructions for Requesting Funds
3. Title III Certification
4. Minimum Payment
5. MOVE Act
6. Questions...



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State Plan Updates

Prior to requesting Requirements Payments, review your State Plan carefully to see if it needs to be updated

1. When was your plan last updated, has there been a leadership change since the plan was last published?
2. Do you plan to do the activities described in your plan? Litmus test: Are you planning anything in 2011 or beyond that might surprise your stakeholders?
3. Review Section 254 of HAVA to make sure your plan is in compliance with HAVA.
4. MOVE Act requires that State plans be updated. MOE may also require an update to your plan.
5. Is your State now Title III compliant?



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Instructions for Requesting Funds

1. Submit 253(b) Certification Letter to EAC (If necessary, provide requested back up documentation)



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253(b) certification letter must include the following language:

“ (State) hereby certifies that it is in compliance with the requirements referred to in section 253(b) of the Help America Vote Act of 2002.”



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And certify that it has....

(For full assurance purposes, please include these items in your certification letter)

- ✓ Filed and implemented a plan for uniform, nondiscriminatory administrative complaint procedures required by HAVA Section 402.
- ✓ Appropriated matching funds equal to five percent of the total amount (State share plus Federal share) of your HAVA requirements payment budget.
- ✓ Complied with the six laws listed in Section 906 of HAVA.
- ✓ Filed a State plan that complies with the requirements listed in Sections 253, 254, 255, and 256 of HAVA.
- ✓ Provided EAC with appropriate certifications under Section 251(b)(2) regarding use of requirements payments for activities other than meeting the requirements of HAVA Title III.



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Instructions for Requesting Funds Cont'd

2. Receive a Notice of Grant Award Packet



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Instructions for Requesting Funds Cont'd

3. Return Bank Account Information (SF-3881) and signed EAC Certification and Assurances to EAC



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Instructions for Requesting Funds Cont'd

4. Receive funds in your account (within 3 - 5 business days)



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What is Title III Certification?

Title III includes: Section 301-303—voting system Standards, provisional voting, statewide voter registration/voter registration by mail

You do not need to be Title III compliant to receive your Requirements Payment.

For additional information, see [Grants Primer for Election Officials](#)



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What is the Minimum Requirements Payment?

“The total amount any State can spend on improving the administration of elections for Federal office without first being Title III compliant...”

2011--\$13,021,803

2010--\$13,021,803

2009--\$12,671,803

2008--\$12,171,803



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MOVE Act

- Requirements Payments can be used for MOVE implementation.
- Title III compliant? Any amount can be used.
- Not Title III Compliant? Up to the Minimum Requirements Payment can be used.



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Questions???

Email havafunding@eac.gov