

Item #14  
9/15/2020

**ROXANNA MORITZ, C.E.R.A.**  
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**TO:** Mahesh Sharma  
**FROM:** Roxanna Moritz  
**SUBJECT:** Application Grant for HAVA Cares Act Funds  
**DATE:** 09/10/2020

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I would like to apply for the HAVA Cares Act Funds to help administer the 2020 General Election. The amount of grant for Scott County would be \$48,400.00. I would need Board approval and Chairman Knobbe to sign the grant application.

If you or the Board of Supervisors has any questions about the assessment I will be available at the September 15, 2020 committee of the whole meeting.



# HAVA CARES Subgrant Checklist

**APPLICATIONS DUE ON OR BEFORE FRIDAY, SEPTEMBER 11, 2020 @ 5PM CT**

*Through the federal CARES Act funds were allocated to be used to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle. These funds will be distributed to the counties based on the number of home precincts and the absentee and special voters precinct.*

**In order to apply to receive these subgrant funds, you must complete the following documents and send them to [havacares@sos.iowa.gov](mailto:havacares@sos.iowa.gov) on or before Friday, September 11, 2020 at 5 PM CT.**



- County Request Letter**  
Use the provided template to provide more information on how your county intends to utilize the subgrant funds and the impact COVID-19 has had on your county's administration of the November 3 General Election.
- W-9**  
In speaking with our Accounting Department, we will need a new W-9 form for each county. You will need to fill this out even if you just completed one for the Primary. Having new documents helps process the funding through the Department of Administrative Services.
- DAS EFT Authorization**  
If you would like to receive your funds electronically, you will need to fill out this form. If you do not fill out this form, you will receive a paper check. I highly, highly recommend filling out this form. You will need to fill this out even if you just completed one for the Primary. Having new documents helps process the funding through the Department of Administrative Services.
- Standard Certification**  
Required by the Federal Election Assistance Commission in order to receive federal funds. The County Auditor will need to sign and return this form even if one was completed for the Primary Election subgrant program.
- Grant Agreement**  
Must be signed by County Auditor and the Chairperson of the Board of Supervisors. If your Board of Supervisors needs to meet in order for this form to be signed, and they are unable to meet prior to September 11, please contact [havacares@sos.iowa.gov](mailto:havacares@sos.iowa.gov) immediately.



# Iowa Secretary of State Vote Safe Iowa Initiative Subgrant Guidelines



*The purpose of these grant guidelines is to set forth the requirements that must be met by each county seeking use of Help America Vote Act (HAVA) funding in order to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.*

*Through the federal CARES Act funds were allocated to be used to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle. These funds will be distributed to the counties based on the number of home precincts and the absentee and special voters precinct. The guidelines and stipulations set forth below must be followed. You cannot supplant state or county funds with federal funds. All funding and expenditures will be subject to state and federal audits.*

## **Submission of County Grant Application**

*The grant application must be completed and returned to the Division of Elections with appropriate signatures on or before **Friday, September 11, 2020 at 5PM**. A form letter that counties must utilize will be supplied by the Secretary of State's Office. Counties will be required to provide a summary of how they intend to utilize the grant funds. Additionally, counties will need to provide information on how voting in their county has been impacted by the COVID-19 pandemic.*

*Please see the provided checklist for additional information regarding what must be submitted.*

## **Grant Final Report**

*Reports are due within 10 days following the General election. While these reporting timelines are tight, they are necessary for the Secretary of State's Office to remain in compliance with the requirement to file a report with the EAC 20 days following these elections.*

*Reports must be filed on the form prescribed by the Secretary.*

## **Allowable and Reasonable Costs**

To be allowable under a grant, costs must be necessary, reasonable and allocable to the grant. In the case of this subgrant program, costs must be new or increased expenditures that are directly attributable to your county's response to the COVID-19 pandemic and its impact on federal elections held in 2020.

### *Allowable Costs*

An allowable cost is one that is necessary and reasonable for the proper and efficient performance and administration of the activities funded under the grant. Allowable costs under this subgrant program are defined on the next page.

### *Reasonable Costs*

Finally, the cost is considered reasonable if, by its nature and amount, it does not exceed what a prudent person would pay under the circumstances. It can be based on frequency of use, actual cost for the products, and other relevant factors. Any expenditures in response to COVID-19 would require the same analysis as other costs. [See 2 CFR 200.405.](#)

## **Return of Unexpended Funds**

All funds that are unexpended must be returned to the Secretary of State's Office by November 30, 2020.



# Iowa Secretary of State Vote Safe Iowa Initiative Subgrant Guidelines



## Use of Grant Funds

*Grant funds must be used for one or more of the following activities:*

### **Personal Protective Equipment (PPE) –**

Purchase items such as fabric masks (or materials such as bandanas and rubber bands), gloves, hand sanitizer, cleaning supplies, and plexiglass shields for use by both voters and election officials. The funds can also be used to purchase storage containers to store and transport PPE to polling places.

### **Polling Place Supplies –**

Purchase items such as secrecy folders and pens that are necessary in order to prevent reuse by voters, and signs to encourage social distancing and inform voters about additional steps that are being taken in the Auditor's Office and at the polling place to help stop the spread of COVID-19. The funds can also be used to purchase a system that would allow voters who wish to vote curbside to notify Precinct Election Officials inside the polling place of their presence. Physical security expenditures, including the purchase of cages, is allowable if they are now necessary due to a change in polling place locations or setups due to COVID-19.

Polling place supplies includes supplies for your Absentee and Special Voters Precinct. Allowable costs for your ASVP include envelope stuffing and opening equipment and additional and/or high-speed ballot tabulators.

### **Training Materials and Programs –**

Train elections officials, poll workers, and election volunteers on best practices for maintaining hygienic standards necessary to help combat the spread of COVID-19.

### **Disinfecting Polling Places –**

Arrange for the disinfecting of polling places before, during and after election day.

### **Costs Incurred to Secure Privately Owned Buildings for Polling Places –**

In light of COVID-19, entering into contracts with privately owned buildings may be necessary in order to secure space for a polling place on election day. Because some privately owned building may have either increased the fee for renting space, or be charging a fee for the first time, funds can be used to cover either the increased or new cost associated with securing privately owned buildings for use on election day.

### **Staffing Needs –**

Resources to meet an unanticipated increased demand for absentee ballots are allowable costs. These funds may be utilized to hire temporary staff or to pay overtime for existing staff, so long as this is a new expenditure. Allowable costs **would not** include those that are currently paid by the county who are not taking on new and/or additional responsibilities in response to COVID-19. Another example of how funds may be used is to increase PEO pay or hire more PEOs in response to COVID-19.

*Example:* If you normally hire two temporary employees to help during the general election season, but in response to COVID-19 you are now hiring four temporary employees, you can reimburse for the cost of the two additional temporary employees.

### **Postage for Mailed Absentee Ballots –**

An increase in postage required under Iowa Code §53.8(1)(a) can be reimbursed using subgrant funds. If you wish to use subgrant funds for this purpose, please **contact the Secretary of State's Office** so we can work with you to apply the formula we have discussed with the federal Election Assistance Commission. The amount a county can reimburse will vary from county to county, and therefore we will need to help you with the calculation.

*If a county would like to utilize funds for an expenditure not listed above, they shall contact the Secretary of State's Office to gain advance and written approval.*

**To: US Election Assistance Commission**

**Standard Certifications**

**Certification Regarding Lobbying for Contracts, Grants, Loans and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Certification Regarding Trafficking in Persons**

The undersigned certifies to his or her understanding that this grant is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) as follows:

- I. Provisions applicable to a recipient that is a private entity.
  - A. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
    1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    2. Procure a commercial sex act during the period of time that the award is in effect; or
    3. Use forced labor in the performance of the award or subawards under the award.

- B. We as the federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity
  - 1. Violates a prohibition in paragraph A of this award term; or
  - 2. Has an employee who violates a prohibition in paragraph A of this award term through conduct that is either:
    - a. Associated with performance under this award; or
    - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)”.
- II. Provisions applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is not a private entity—
  - A. Is determined to have violated an applicable prohibition of paragraph I.A of this award term; or
  - B. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph I.A of this award term through conduct that is –
    - 1. Associated with performance under this award; or
    - 2. Imputed to you using the standards and due process for imputing conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB 12 Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 CFR Part 2200.
- III. Provisions applicable to any recipient.
  - A. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph I A of this award term.
  - B. Our right to terminate unilaterally that is described in paragraph (1) and (2) of this section:
    - 1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
    - 2. Is in addition to all other remedies for noncompliance that are available to us under this award.
  - C. You must include the requirements of paragraph I A of this award term in any subaward you make to a private entity.
- IV. Definitions. For purposes of this award term:
  - A. “Employee” means either:
    - 1. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
    - 2. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose service are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

B. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

C. "Private entity":

1. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR §175.25.
2. Includes:
  - a. A nonprofit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).
  - b. A for-profit organization. d. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Iowa Secretary of State Vote Safe Iowa Initiative Grant Agreement



County Name: \_\_\_\_\_  
Contract Number: \_\_\_\_\_  
Grant Award Amount: \_\_\_\_\_  
CFDA No.: \_\_\_\_\_  
County DUNS Number: \_\_\_\_\_

1. **Parties:** This agreement is between \_\_\_\_\_ County, Iowa (hereinafter referred to as the County) and the Iowa Secretary of State.
2. **Purpose:** Pursuant to the CARES Act and the Help America Vote Act, the Iowa Secretary of State's Office has received funding via the Election Assistance Commission (hereinafter referred to as the "EAC") "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." The County has applied for and been awarded grant funds, not to exceed the amount set forth above, for the purpose of preventing, preparing for, and responding to coronavirus for the November 3, 2020 General Election.
3. **Grant Period:** The performance period for the grant-funded activities begins upon execution of this agreement by both parties. The County shall remit all unexpended funds by **November 30, 2020.**
4. **Project Activity and Reimbursement of Costs:** All expenditures must meet the guidelines laid out in the "Application Guidelines" document. The County may reimburse themselves for expenditures outlined in the "Application Guidelines" that occurred on or after January 20, 2020.
5. **Records:** The County shall maintain a proper accounting system in accordance with generally accepted accounting standards, including books, records, documents and other evidence pertaining to all costs and expenses for which funds are expended. The County shall maintain books, records and documents in sufficient detail to demonstrate compliance with the Agreement and shall maintain these materials for a period of (5) years from the date the County submits their final report to the Secretary of State or until January 1, 2026, whichever is later.

The County acknowledges that all funds received under this agreement are subject to audit and that access to records related to grant project expenditures shall be made available to the



Secretary of State, Auditors of State or their representatives, or representatives of the Federal Election Assistance Commission or the Comptroller General, for purposes of examination and/or audit of the project. The County will comply with requirements outlined in 2 CFR 200.

6. **Reporting Requirement:** The County shall provide a final expenditure report to the Secretary, on a form prescribed by the Secretary, no later than Friday, November 13, 2020 at 5:00 p.m.

7. **Compliance with Laws:** The County agrees that it will comply with all applicable Federal, State, and Local laws, regulations or directives in conducting project activities, and certifies that use of the grant funds will be consistent with the requirements of the following Federal laws:

HAVA – Title II, Part 2 and Title III [42 USC §§ 15421 – 15425, 15481 – 15485];

The Voting Rights Act of 1965 [42 USC § 1973 et seq];

The Voting Accessibility for the Elderly & Handicapped Act [42 USC § 1973 ee et seq];

The Uniformed and Overseas Citizens Absentee Voting Act [42 USC § 1973 ff et seq];

The National Voter Registration Act of 1993 [42 USC § 1973 gg et seq];

The Americans with Disabilities Act of 1990 [42 USC § 12101 et seq]; and

The Rehabilitation Act of 1973 [29 USC § 701 et seq].

8. **Default:** Noncompliance with the terms of this Agreement shall be grounds for cancellation of the grant award and recapture of funds provided to the County. The County agrees to return to the Iowa Secretary of State, within 45 days of written request from the Secretary, all funds received which are not supported upon audit or other Federal or State review of the documentation maintained by the County.

9. **Execution:** This agreement becomes effective when approved by both parties.

County of \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Board of Supervisors

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Heidi Burhans  
Director of Elections  
Iowa Secretary of State Office

\_\_\_\_\_  
Date

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES  
THAT THIS RESOLUTION HAS BEEN FORMALLY  
APPROVED BY THE BOARD OF SUPERVISORS ON  
\_\_\_\_\_  
DATE  
\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

September 17, 2020

APPROVAL OF AN APPLICATION FOR A GRANT FROM THE  
FEDERAL CARES ACT FUNDS

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

- Section 1. That the Board hereby approves the application for a grant from the Federal HAVA Cares Act Funds Program in the Auditor's Office to support the 2020 Scott County General Election in the amount of \$48,400.00.
- Section 2. That, if accepted, the Board approves receipt of such funding.
- Section 3. That the Chair is approved to sign such application.
- Section 4. This resolution shall take effect immediately.