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**MINNESOTA SECRETARY OF STATE OFFICE**

Mary Kiffmeyer, Secretary of State

February 24, 2005

State HAVA Funding Reports  
U.S. Election Assistance Commission  
1225 New York Avenue, NW – Suite 1100  
Washington, DC 20005

Election Assistance Commissioners:

Enclosed is the Financial Status Report for the state of Minnesota regarding HAVA Section 101 funds for the reporting period of January 1, 2004 to December 31, 2004.

Minnesota did not receive funding for HAVA Section 102.

This report includes the Standard Form 269 (Long Form) and a narrative of the activities funded and how they conform to our submitted State Plan.

Sincerely,

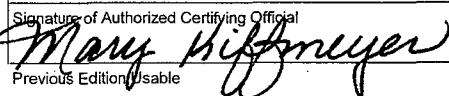
A handwritten signature in cursive script that reads "Mary Kiffmeyer".

Mary Kiffmeyer  
Minnesota Secretary of State

## FINANCIAL STATUS REPORT

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted <b>General Services Administration</b>		2. Federal Grant or Other Identifying Number Assigned By Federal Agency <b>HAVA Title 1 Payments</b>		OMB Approval No. <b>0348-0039</b>	Page of <b>1</b> / <b>1</b> pages
3. Recipient Organization (Name and complete address, including ZIP code) <b>Office of the Minnesota Secretary of State 100 Rev. Dr. Martin Luther King Jr. Blvd., 174 State Office Building, St. Paul, MN 55155</b>					
4. Employer Identification Number <b>E-41600716-N2</b>		5. Recipient Account Number or Identifying Number		6. Final Report <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7. Basis <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual					
8. Funding/Grant Period (See instructions) From: (Month, Day, Year) <b>10/29/2002</b>		To: (Month, Day, Year) <b>12/31/2004</b>		9. Period Covered by this Report From: (Month, Day, Year) <b>10/29/2002</b>	
To: (Month, Day, Year) <b>12/31/2004</b>					
10. Transactions:					
		I	I	III	
		Previously Reported	This Period	Cumulative	
a. Total outlays		952,801.00	4,084,642.04	5,037,443.04	
b. Refunds, rebates, etc.		0.00	0.00	0.00	
c. Program income used in accordance with the deduction alternative		0.00	0.00	0.00	
d. Net outlays (Line a, less the sum of lines b and c)		952,801.00	4,084,642.04	5,037,443.04	
<b>Recipient's share of net outlays, consisting of:</b>					
e. Third party (in-kind) contributions		0.00	0.00	0.00	
f. Other Federal awards authorized to be used to match this award		0.00	0.00	0.00	
g. Program income used in accordance with the matching or cost sharing alternative		0.00	0.00	0.00	
h. All other recipient outlays not shown on lines e, f or g		0.00	0.00	0.00	
i. Total recipient share of net outlays (Sum of lines e, f, g and h)		0.00	0.00	0.00	
j. Federal share of net outlays (line d less line i)		952,801.00	4,084,642.04	5,037,443.04	
k. Total unliquidated obligations				276,342.96	
l. Recipient's share of unliquidated obligations				0.00	
m. Federal share of unliquidated obligations				276,342.96	
n. Total Federal share (sum of lines j and m)				5,313,786.00	
o. Total Federal funds authorized for this funding period				5,313,786.00	
p. Unobligated balance of Federal funds (Line o minus line n)				0.00	
<b>Program income, consisting of:</b>					
q. Disbursed program income shown on lines c and/or g above				0.00	
r. Disbursed program income using the addition alternative				0.00	
s. Undisbursed program income				0.00	
t. Total program income realized (Sum of lines q, r and s)				0.00	
11. Indirect Expense					
a. Type of Rate (Place "X" in appropriate box)					
<input checked="" type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed					
b. Rate		c. Base		e. Federal Share	
19 Percent		454,618		86,372.00	
		d. Total Amount			
		86,372.00			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation. <b>This indirect expense is the cost of the office lease.</b>					
13. Certification: <b>I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.</b>					
Typical or Printed Name and Title <b>Mary Kiffmeyer, Minnesota Secretary of State</b>				Telephone (Area code, number and extension) <b>(651) 296-2079</b>	
Signature of Authorized Certifying Official 				Date Report Submitted <b>February 23, 2005</b>	

**FINANCIAL STATUS REPORT**  
(Long Form)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0039), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.**

Please type or print legibly. The following general instructions explain how to use the form itself. You may need additional information to complete certain items correctly, or to decide whether a specific item is applicable to this award. Usually, such information will be found in the Federal agency's grant regulations or in the terms and conditions of the award (e.g., how to calculate the Federal share, the permissible uses of program income, the value of in-kind contributions, etc.). You may also contact the Federal agency directly.

Item	Entry	Item	Entry
1, 2 and 3.	Self-explanatory.	10b.	Enter any receipts related to outlays reported on the form that are being treated as a reduction of expenditure rather than income, and were not already netted out of the amount shown as outlays on line 10a.
4.	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.	10c.	Enter the amount of program income that was used in accordance with the deduction alternative.
5.	Space reserved for an account number or other identifying number assigned by the recipient.	Note:	Program income used in accordance with other alternatives is entered on lines q, r, and s. Recipients reporting on a cash basis should enter the amount of cash income received; on an accrual basis, enter the program income earned. Program income may or may not have been included in an application budget and/or a budget on the award document. If actual income is from a different source or is significantly different in amount, attach an explanation or use the remarks section.
6.	Check <i>yes</i> only if this is the last report for the period shown in item 8.	10d,	e, f, g, h, i and j. Self-explanatory.
7.	Self-explanatory.	10k.	Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors.  Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded.  Do not include any amounts on line 10k that have been included on lines 10a and 10j.  On the final report, line 10k must be zero.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."	10l.	Self-explanatory.
9.	Self-explanatory.	10m.	On the final report, line 10m must also be zero.
10.	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report <i>in the same funding period</i> . If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.	10n,	o, p, q, r, s and t. Self-explanatory.
10a.	Enter total gross program outlays. Include disbursements of cash realized as program income if that income will also be shown on lines 10c or 10g. Do not include program income that will be shown on lines 10r or 10s.  For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.	11a.	Self-explanatory.
		11b.	Enter the indirect cost rate in effect during the reporting period.
		11c.	Enter the amount of the base against which the rate was applied.
		11d.	Enter the total amount of indirect costs charged during the report period.
		11e.	Enter the Federal share of the amount in 11d.
		Note:	If more than one rate was in effect during the period shown in item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

## Help America Vote Act (HAVA) Financial Status Report For January 1 – December 31, 2004

Minnesota received \$5.3 million in Title I funding. As of December 31, 2004, the amount of \$5,037,443 was spent on Section 101 improvements. Since Minnesota does not have any punch card or lever voting machines, no funding for Section 102 was received or spent. The funds have been spent in accordance with Section 10 of the Minnesota State Plan for HAVA regarding Title I Payments, which states as follows:

### State of Minnesota HAVA State Plan - Section 10 Title I Payments

“Section 10 of the Minnesota State Plan provides, “if the State received any payment under Title I, a description of how such payment will affect the activities proposed to be carried out under the plan, including the amount of funds available for such activities” as required by Public Law 107-252, Help America Vote Act of 2002, Section 254(a)(10).”

#### 10.1 Use of Title One Payments

“The State of Minnesota will use HAVA Title I funds to plan, develop, and implement a uniform statewide voter registration system to meet HAVA Title III requirements.”

Minnesota’s Anticipated Federal and State Funds:

Fiscal Year	Federal Funds Authorized	Federal Funds Appropriated	Minnesota Share*	5% Match
2003 Title I	\$650 million	\$650 million	\$5.3 million	Not required

\* Minnesota’s share is based on a HAVA formula using a voting age population of 1.71 percent of total US voters. Figures are estimates.

“The system will:

- provide a unique identifier for every voter in the system;
- coordinate with other State agency’s databases to permit verification of registration data;
- identify ineligible registrants;
- provide increased system access for local election administrators;
- permit the administration of requirements for voters who register by mail; and
- accommodate the use of Minnesota driver license numbers and Social Security information as identifiers in voter records.”

“System development will also modify existing system elements and functionalities to preserve system integrity, ensure quality and be sufficiently robust to support increases in the number of users.”

“Minnesota also will use the funds under HAVA Title I to carry out one or more of the activities delineated in Section 101 of HAVA, and, if funds remain, HAVA Title III requirements.”

In the calendar year 2004, the Title I funds were expended as follows:

Category	2004
1. Modify Statewide Voter Registration System	\$3,652,566
2. Provide Assistance to Persons with Ltd. Proficiency	\$ 14,669
3. Improve polling place accessibility	\$ 97,065
4. Train Local Election Officials	\$ 33,323
5. Prepare training materials	\$ 38,647
6. Develop complaint procedures	\$ 3,512
7. Develop State Plan	\$ 244,859
<hr/>	
Total Calendar Year 2004	\$4,084, 624

**1. Modify Statewide Voter Registration System \$3,652,566**

- Developed and implemented the Statewide Voter Registration System. A work group consisting of members from MN OSS Elections, MN OSS Computer Services and local election officials was formed to provide assistance and feedback during the development of the system.

Expenditure includes the necessary development staff (both internal and external), hardware, software, training supplies and other development activities SVRS

**2. Provide Assistance to Persons with Ltd. Proficiency \$14,669**

- New HAVA Compliant Voter Registration applications were designed. The applications are available on the Secretary of State website as a fillable-form and then printed.
- Application was translated and is available in 6 languages on the website: English, Hmong, Russian, Somali, Spanish and Vietnamese.
- Audio and Braille instructions for filling out the application are also available.
- Registered and provided a booth at over 25 cultural events throughout the state to promote voter registration and education.
- Translated and provided polling place posters in 4 languages.

**3. Improve polling place accessibility \$ 97,065**

- Worked in conjunction with the MN State Council on Disabilities to develop and implement a polling place assessment tool for local election officials to use for accessing the needs in their locations to apply for the HAVA EAID Disability Grant.

- Developed and implemented grant program to local jurisdictions for making polling place improvements.

**4. Train Local Election Officials** **\$33,323**

- Sponsored and held a 2-day conference for local election officials to provide training, direction and discussion on HAVA activities. The program covered such topics as absentee balloting, voter registration administration, Election Day training, polling place accessibility and accessibility training, UOCAVA and demonstrations of the new Statewide Voter Registration System.
- Conducted multiple training sessions using video conference satellite offices facilities through the Minnesota National Guard.
- Developed and provided election judge training via video, CD and DVD medium.

**5. Prepare training materials** **\$38,647**

- Printed materials for conducting elections.
- Developed and provided voter outreach video for high school students.

**6. Develop complaint procedures** **\$3,512**

- Design and development of HAVA Election Complaint Form and the procedure for processing the complaint.

**7. Develop State Plan** **\$244,859**

- MN OSS staff salaries to cover HAVA-related activities.
- Printing and distribution of new HAVA Compliant Voter Registration applications.
- Designed and developed radio and television Public Service Announcements for voter outreach. Printing and distribution of new HAVA Compliant Voter Registration applications.
- Published new HAVA Rules legislation.
- Developed and implemented Statewide Voter Registration System interface to the Department of Public Safety for matching Driver's License information.

All activities conform to the Minnesota State Plan as was certified by Governor Tim Pawlenty in Sept. 2004. The State Plan was finalized and published via the State Register and the Federal Register. All HAVA milestones have been met to-date.