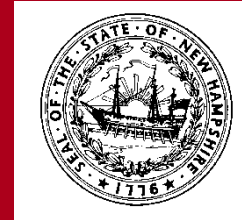
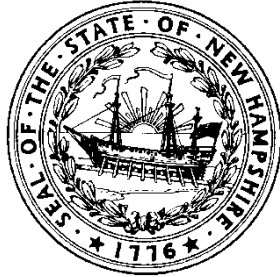


# Overview of Process to Claim Reimbursement for COVID-19 Related Elections Costs under the CARES Act



August 12<sup>th</sup> and 13<sup>th</sup>, 2020



## Agenda

- Introduction to Panel
- Overview of CARES Act Funding for 2020 Elections
- Review of Grant Documents

# Introduction to the Panel

- **Orville (Bud) Fitch**, Elections Legal Counsel and Assistant Secretary of State
- **Patricia (Tricia) Piecuch**, Elections Director
- **Anthony Stevens**, Senior Elections Specialist
- **Robert (Rob) Smalley**, Principal, BerryDunn
- **Steven Whitney**, Senior Manager, BerryDunn
- **Katharine (Katy) Balukas**, Manager, BerryDunn

# Elections Assistance Funding Under the CARES Act

- The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) includes \$400 million in new Help America Vote Act (HAVA) emergency funds
- These funds are available to States to prevent, prepare for, and respond to the COVID-19 public health emergency for the 2020 federal election cycle
- New Hampshire has received funding under this grant and will subgrant \$3 million to cities, towns and unincorporated places to assist in funding costs associated with processing absentee ballots
- Under the Statewide Standard Cost Rate, a 20% match is incorporated into the rate

# Elections Assistance Funding Under the CARES Act

## (Continued)

- The maximum allotment from the \$3 million to the cities, towns and unincorporated places will be based on the proportional share of total ballots cast in 2016
- The \$3 million in federal funding must be supported by a 20% local match
- This 20% of local match will be accounted for in the Statewide Standard Cost Rate - the Secretary of State will provide \$0.80 to the city, town or unincorporated place for every dollar requested up to the maximum allotted amount. See an example of this on the next slide.

# Elections Assistance Funding Under the CARES Act

(Continued)

Municipality	Ballots Issued to Voters			Ballots Cast by Voters							Grant Allocations		
	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Absentee Ballots	General Absentee Ballots	All Absentee Ballots	Primary Total Ballots	General Total Ballots	Total Ballots	%	Maximum Grant (80%)	Required Match (20%)	Total Expenditure (100%)
Acworth	12	59	71	10	54	64	171	575	746	0.1%	\$2,364.25	\$472.85	\$2,837.10
Albany	5	49	54	3	45	48	123	410	533	0.1%	\$1,689.21	\$337.84	\$2,027.05
Alexandria	15	93	108	11	85	96	276	980	1,256	0.1%	\$3,980.57	\$796.11	\$4,776.68
Allenstown	11	102	113	10	98	108	519	2,251	2,770	0.3%	\$8,778.80	\$1,755.76	\$10,534.56
Alstead	9	83	92	8	72	80	286	1,055	1,341	0.1%	\$4,249.95	\$849.99	\$5,099.94
Alton	67	603	670	52	573	625	1,009	3,585	4,594	0.5%	\$14,559.49	\$2,911.90	\$17,471.39
Amherst	223	1,072	1,295	144	981	1,125	1,926	7,670	9,596	1.0%	\$30,412.03	\$6,082.41	\$36,494.44
Andover	32	127	159	25	119	144	492	1,461	1,953	0.2%	\$6,189.53	\$1,237.91	\$7,427.43
Antrim	25	124	149	19	118	137	389	1,548	1,937	0.2%	\$6,138.82	\$1,227.76	\$7,366.58
Ashland	10	85	95	5	82	87	300	1,132	1,432	0.2%	\$4,538.35	\$907.67	\$5,446.02
Atkinson	91	576	667	71	541	612	1,316	4,581	5,897	0.6%	\$18,689.01	\$3,737.80	\$22,426.81
Auburn	34	278	312	23	260	283	949	3,580	4,529	0.5%	\$14,353.49	\$2,870.70	\$17,224.19
Barnstead	25	188	213	19	173	192	709	2,817	3,526	0.4%	\$11,174.74	\$2,234.95	\$13,409.69
Barrington	78	382	460	51	346	397	1,175	5,366	6,541	0.7%	\$20,730.00	\$4,146.00	\$24,876.00
Bartlett	38	331	369	34	304	338	584	1,984	2,568	0.3%	\$8,138.61	\$1,627.72	\$9,766.33
Bath	7	48	55	7	46	53	165	562	727	0.1%	\$2,304.04	\$460.81	\$2,764.85
Bedford	480	2,951	3,431	335	2,748	3,083	3,947	13,657	17,604	1.9%	\$55,791.31	\$11,158.26	\$66,949.57
Belmont	53	261	314	32	247	279	984	3,765	4,749	0.5%	\$15,050.72	\$3,010.14	\$18,060.87
Bennington	4	51	55	4	48	52	217	827	1,044	0.1%	\$3,308.69	\$661.74	\$3,970.42
Benton	0	56	56	0	49	49	62	191	253	0.0%	\$801.82	\$160.36	\$962.18
Berlin	63	318	381	58	315	373	1,120	4,065	5,185	0.5%	\$16,432.51	\$3,286.50	\$19,719.02
Bethlehem	14	200	214	11	190	201	327	1,487	1,814	0.2%	\$5,749.00	\$1,149.80	\$6,898.80
Boscawen	20	259	279	14	226	240	506	1,939	2,445	0.3%	\$7,748.79	\$1,549.76	\$9,298.55
Bow	134	682	816	93	590	683	1,872	5,169	7,041	0.7%	\$22,314.62	\$4,462.92	\$26,777.55



# Statewide Standard Cost Rate Methodology

- We will develop a standard statewide rate based on what it costs to process a single absentee ballot
- Cities, towns and unincorporated places will only be reimbursed, using the Statewide Standard Cost Rate, the cost of processing the number of absentee ballots above and beyond of what they processed in 2016
- If the standard rate is calculated as \$12 per absentee ballot and using the City of Berlin as our example,
  - If the City of Berlin processes 1,000 additional absentee ballots, they would be submitting a reimbursement request reporting total expenses of \$12,000, of which 80% would be reimbursed to the City, in the amount of \$9,600.
  - If the City of Berlin processes 2,000 additional absentee ballots, they would be submitting a reimbursement request reporting total expenses of \$24,000, however their total expenditures would be capped at \$19,719.02 (based on Attachment B) and they would be reimbursed \$16,432.51 (based on Attachment B).

# Statewide Standard Cost Rate Methodology (Continued)

- To identify the time it takes to mail and process absentee ballots cast, we will conduct a time study in five randomly selected municipalities
  - After the Statewide Standard Cost Rate is set, we will disclose the five municipalities selected.
  - The Statewide Standard Cost Rate methodology has been approved by the Federal Election Assistance Commission (EAC)
- We will identify the average time it takes for these municipalities to process:
  - All requests for absentee ballots
  - All absentee ballots cast
- We will gather costs associated with processing absentee ballots, including:
  - Supplies and materials
  - Postage
  - Staff cost



## Statewide Standard Cost Rate Methodology (Continued)

- Using the information collected, we will develop a standard rate for the cost to process:
  - ✓ All requests for absentee ballots
  - ✓ All absentee ballots cast
- Cities, Towns and Unincorporated Places will be reimbursed at the Statewide Standard Cost Rate based upon the number of absentee ballots processed in 2020 above and beyond the number of absentee ballots processed in 2016

# Review of Grant Documents – Notice of Grant Opportunity

- Includes:
  - Explanation of the grant funding
  - CFDA #
  - Total program funding
  - Eligibility
  - Contact information
    - Secretary of State
      - Questions related to the elections
    - BerryDunn
      - Questions related to the grant

# Review of Grant Documents – Grant Agreement

- Includes:
  - Form Number P-37
  - General Provisions
  - Instructions to complete the Grant Agreement

FORM NUMBER P-37 (version 12/11/2019)

Notice: This agreement and all of its attachments shall become public upon submission to Secretary of State. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

**AGREEMENT**

The State of New Hampshire and the Contractor hereby mutually agree as follows:

**GENERAL PROVISIONS**

**1. IDENTIFICATION.**

1.1 State Agency Name State of New Hampshire Secretary of State		1.2 State Agency Address State House Room 204, 107 N. Main Street Concord, New Hampshire 03301	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Number DC20101CARES	1.7 Completion Date March 27, 2022	1.8 Price Limitation
1.9 Contracting Officer for State Agency David Scanlan		1.10 State Agency Telephone Number (603) 271-3242	
1.11 Contractor Signature  Date:		1.12 Name and Title of Contractor Signatory	
1.13 State Agency Signature  Date:		1.14 Name and Title of State Agency Signatory David Scanlan, Deputy Secretary of State	

# Review of Grant Documents – Grant Agreement Checklist

- In order to accept the grant funds, the following items are to be received by BerryDunn no later than **Friday, August 28<sup>th</sup>**
  - Signed Agreement
    - Signed Form P-37
    - Includes pages of provisions with initials and dated
  - Signed Attachment A
    - Standard EAC Certifications
  - Signed Attachment F
    - Drug-Free Workplace
  - Evidence that the City, Town or Unincorporated Place complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option must also attach evidence demonstrating the authority to sign. This can be supported by providing copies of the Board of Selectman minutes.

# Review of Grant Documents – Terms and Conditions

- # 7 – System for Award Management (SAM) and Universal Identifier
  - All recipients of Federal Awards are to register and maintain accurate information with the SAM.

The screenshot shows the SAM.gov website homepage. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right is a yellow callout box with the text "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." and a "Log In" button. Below the logo is a navigation menu with links: HOME, SEARCH RECORDS, DATA ACCESS, CHECK STATUS, ABOUT, and HELP. A red alert banner states: "ALERT: SAM.gov will be down for scheduled maintenance Saturday, 08/15/2020 from 8:00 AM to 10:00 PM". The main content area features a heading "Getting Started" and three columns of instructions:

- Create A User Account:** Start by creating a SAM user account. (Icon: person with plus sign)
- Register Entity:** After creating your SAM user account, log in to register to do business with the U.S. government. (Icon: folder with plus sign)
- Search Records:** Do a public search for existing entity registration records or exclusion records. (Icon: magnifying glass over a document)

At the bottom right, it notes: "Federal users can log in to see additional information."

# Review of Grant Documents – Terms and Conditions

- # 7 – System for Award Management (SAM) and Universal Identifier
  - All recipients of Federal Awards are required to provide their DUNS number as part of accepting the grant. This is a 9 digit number established and assigned by Dun and Bradstreet, Inc.

The screenshot shows the Dun & Bradstreet website's 'Get a Dun & Bradstreet D-U-N-S® Number' page. The header includes the logo and navigation links for Perspectives, Solutions, Products, About Us, and D-U-N-S Number. A breadcrumb trail reads: HOME > D-U-N-S NUMBER > GET A D-U-N-S NUMBER. The main heading is 'Get a Dun & Bradstreet D-U-N-S® Number'. Below this, a paragraph explains that the D-U-N-S Number is used to establish a company's D&B® file, which helps potential partners and lenders learn more about the business. Another paragraph states that the first step in creating a new D-U-N-S Number is searching to see if one has already been created. A dropdown menu for 'Primary Reason for D-U-N-S Number Registration' is open, showing the selected option 'I'm a U.S. Government Contractor or Grantee'. A 'Continue' button is located at the bottom of the form.




# Review of Grant Documents – Attachments C and D

- # 8 – Payment Requests
  - Attachments C and D
  - To be completed and returned to BerryDunn by the Monday after the Primary and General Elections
    - September 14<sup>th</sup>
    - November 9<sup>th</sup>

NEW HAMPSHIRE  
DEPARTMENT OF STATE

William M. Gardner  
*Secretary of State*



Robert P. Ambrose  
*Senior Deputy Secretary of State*

David M. Scanlan  
*Deputy Secretary of State*

<b>1. City, Town or Unincorporated Place Name:</b>		<b>2. Period Covered by this Application</b>	
<b>3. Progress Payment Number:</b>		<b>4. Project Grant No.</b>	
5. Status of Funds			
	Total (100%)	To be reimbursed by the State (80%)	Match assumed by City, Town or Unincorporated Place (20%)
5.1 Amount of Original Offer			
5.2 Total Spent to Date			
5.3 Amount Spent this Period (From 6 below)	_____	_____	_____
5.4 Amount of Payment Request			
6. Amount Spent this Period			
	A. Absentee Ballots Mailed	B. Absentee Ballots Cast	Total
6.1 Number of Absentee Ballots			
6.2 Less: Number of Ballots from 2016 ( See Attachment B)	(_____)	(_____)	
6.3 Number of Absentee Ballots to be reimbursed for			
6.4 Standard Cost Rate	\$ XX.XX	\$ XX.XX	
6.5 Total Reimbursement			
7. Certification of Sub-Grantee			
I certify that the statements contained in this grant payment are true and correct and are in accordance to the approved grant agreement. I also certify that the match was not satisfied through other federal grant funds.			
		Clerk/Deputy Clerk	
Date	Printed Name	Title	Signature

Internal use only: Approved: \_\_\_\_\_ Dated: \_\_\_\_\_

# Review of Grant Documents — Attachment C Request for Reimbursement

- Below is an example of how the City of Berlin could be reimbursed
  - 1<sup>st</sup> reimbursement request for the Primary with funds remaining

5. Status of Funds					
		Total (100%)	To be reimbursed by the State (80%)	Match assumed by City, town or Unincorporated Place (20%)	Notes
5.1	Amount of Original Offer	19,719.02	16,432.51	3,286.50	From Attachment B
5.2	Total Spent to Date	-	-	-	None for the Primary - only applicable for General
	Remaining to be reimbursed	19,719.02	16,432.51	3,286.50	Subtotal
5.3	Amount Spent this Period (From 6 below)	11,706.00	9,364.80	2,341.20	From table 6 below
5.4	Amount of Payment Request		9,364.80		This is the amount reimbursed by the State
5.5	Amount of Local Match			2,341.20	This is the amount of Local Match

6. Amount Spent this Period				
	Absentee Ballots Issued	Absentee Ballots Cast	Total	Notes
6.1	Number of Absentee Ballots	1,500	1,000	Issued - From the "Election Net" report run the day after the election to include "curb-side voting" Cast - From the "Return of Votes" forms submitted to the Secretary of State on Election night.
6.2	Less: Number of Ballots from 2016 ( See Attachment B)	(381)	(373)	From Attachment B
6.3	Number of Absentee Ballots to be Reimbursed for	1,119	627	Subtotal
6.4	Standard Cost Rate	\$8.50	\$3.50	Rate to be provided once time studies completed
6.5	Total Reimbursement	\$9,511.50	\$2,194.50	\$11,706.00 Total reimbursement - including the local match

- As a result of the Primary, there are funds available to be spent on the General Election

# Review of Grant Documents — Attachment C Request for Reimbursement

- Below is an example of how the City of Berlin could be reimbursed
  - 1<sup>st</sup> reimbursement request for the Primary meeting the maximum

5. Status of Funds					
	Total (100%)	To be reimbursed by the State (80%)	Match assumed by City, town or Unincorporated Place (20%)	Notes	
5.1	Amount of Original Offer	19,719.02	16,432.51	3,286.50	From Attachment B
5.2	Total Spent to Date	-	-	-	None for the Primary - only applicable for General
	Remaining to be reimbursed	19,719.02	16,432.51	3,286.50	Subtotal
5.3	Amount Spent this Period (From 6 below)	23,706.00	18,964.80	4,741.20	From table 6 below
5.4	Amount of Payment Request		16,432.51		This is the amount reimbursed by the State
5.5	Amount of Local Match			3,286.50	This is the amount of Local Match

6. Amount Spent this Period				
	Absentee Ballots Issued	Absentee Ballots Cast	Total	Notes
6.1	Number of Absentee Ballots	2,500	2,000	Issued - From the "Election Net" report run the day after the election to include "curb-side voting" Cast - From the "Return of Votes" forms submitted to the Secretary of State on Election night.
6.2	Less: Number of Ballots from 2016 ( See Attachment B)	(381)	(373)	From Attachment B
6.3	Number of Absentee Ballots to be Reimbursed for	2,119	1,627	Subtotal
6.4	Standard Cost Rate	\$8.50	\$3.50	Rate to be provided once time studies completed
6.5	Total Reimbursement	\$18,011.50	\$5,694.50	\$23,706.00 Total reimbursement - including the local match

- As a result of the Primary, there are no remaining funds available to be spent on the General Election

# Review of Grant Documents – Terms and Conditions (Continued)

- # 13 – Suspension or Debarment
  - To receive payments of federal funds, an individual or vendor cannot be listed as suspended or debarred by the Federal Government. The System for Award Management (SAM) is a database that includes individuals or vendors that have been listed as suspended or debarred. You should use this website to verify that individuals or vendors the City, Town or Unincorporated Place will be paying for functions to carry out grant activities have not been suspended or debarred. For all individuals that are hired due to the additional needs related to the 2020 Election Season, please obtain verification that the individual or vendor was not considered suspended or debarred by the Federal Government.

The screenshot shows the SAM website homepage. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right is a yellow callout box with the text "A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov." and a "Log In" button. Below the callout is a "Login.gov FAQs" link. A dark blue navigation bar contains links for "HOME", "SEARCH RECORDS", "DATA ACCESS", "CHECK STATUS", "ABOUT", and "HELP". Below the navigation bar is a red alert banner that reads "ALERT: SAM.gov will be down for scheduled maintenance Saturday, 08/15/2020 from 8:00 AM to 10:00 PM". The main content area features a paragraph: "The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:" followed by a bulleted list: "Register to do business with the U.S. government", "Update or renew your entity registration", "Check status of an entity registration", and "Search for entity registration and exclusion records". Below this is a "Getting Started" section with three columns: "Create A User Account" with a person icon and the text "Start by creating a SAM user account.", "Register Entity" with a folder icon and the text "After creating your SAM user account, log in to register to do business with the U.S. government.", and "Search Records" with a magnifying glass icon and the text "Do a public search for existing entity registration records or exclusion records. Federal users can log in to see additional information."

# Review of Grant Documents – Terms and Conditions (Continued)

- # 21 – Other Sources of Federal Funds
  - There are other grant funds available to Cities, Towns or Unincorporated Places that can be used for expenditures related to the Elections.
    - An example of these funds are the Governor’s Office for Emergency Relief and Recovery Grants (GOFERR).
    - The costs that are allowable under the GOFERR funds for the Elections include the same activities that are reimbursed through the Statewide Standard Cost Rate. If you are being reimbursed under the Statewide Standard Cost rate, expenses such as, but not limited to, the employees processing the ballots and the postage would not be allowed to also be reimbursed under the GOFERR grant.
    - If the specific Cities, Towns or Unincorporated is anticipating utilizing additional grant funds including the GOFERR funds for any Election related activities, please consult BerryDunn at [Vote@berrydunn.com](mailto:Vote@berrydunn.com) in advance of submitting any reimbursement requests in order to verify the appropriate use of such funds.

# Review of Grant Documents – Key Dates

- **Friday, August 28, 2020**
  - Grant Agreement signed and returned to BerryDunn for acceptance of the grant
- **Monday, September 14, 2020**
  - First reimbursement request due to BerryDunn for the Primary Election
- **Monday, November 9, 2020**
  - Second reimbursement request due to BerryDunn for the General Election



# Contact Information

- For questions related to the grant, including, the grant agreement and reimbursement requests, please contact BerryDunn at:
  - Email - [Vote@berrydunn.com](mailto:Vote@berrydunn.com)
  - Phone – (603) 518-2650
- Please submit the signed grant agreement and reimbursement requests to:
  - [Vote@berrydunn.com](mailto:Vote@berrydunn.com)
- For general questions related to the elections and absentee ballot process, please contact the NH Secretary of State at:
  - Web site - <https://sos.nh.gov/elections/information/notices/notice-of-grant-cares-act/>
  - Email - [NHvotes@sos.nh.gov](mailto:NHvotes@sos.nh.gov)
  - Phone – (603) 271-8241



Questions?