

## Accessible Voting Equipment Funding Application

This application is to be used for the reimbursement of an accessible voting system component in order to meet accessibility requirements outlined in HAVA Section 301. A separate request is required for each polling place.

Please Print or Type

### SECTION I. Polling Place Description

1. HINDI Number	2. County	3. Name and type of Municipality check one: ___Town ___Village ___City
4. Name and Physical Address of Polling Place		5. Today's Date
6. Name of Clerk	7. Mailing Address of Clerk	
8. Phone Number of Clerk	9. Fax Number of Clerk	10. E-Mail Address of Clerk
11. Name of Presiding Municipal Officer	12. Mailing Address of Presiding Municipal Officer	
13. Phone Number of Presiding Municipal Officer	14. Fax Number of Presiding Municipal Officer	15. E-Mail Address of Presiding Municipal Officer

### SECTION II. Description of Equipment/Services to be Purchased

16. Provide a brief description of the accessible voting equipment and/or related services to be purchased.

### SECTION III. Accessible Voting System Plan

17. What improvement(s) will take place to meet accessibility requirements?

Complete this section on a separate piece of paper. See sample format on page three.

17-a. Provide a listing of all components of any voting system ordered and any services to be provided by the vendor, as well as an itemized list of all associated costs.

17-b. Describe all accessible materials or equipment to be purchased, including any hardware, software, programming services or maintenance contracts.

17-c. Provide a price quote or other order summary from the vendor which lists all applicable costs.

17-d. Describe the procurement process used to acquire any systems, equipment, services or.

18. Clerk Signature and date

19. Presiding Municipal Officer Signature and date

Submit this document with all required documents as explained in the grant outline.

Submit to: Wisconsin State Elections Board  
P.O. Box 2973  
Madison, WI 53701

## **Process to Apply for Accessible Voting Equipment Funding**

The process outlined below is intended to allow the Wisconsin State Elections Board and municipalities to track their expenditures and comply with all state and federal auditing requirements. This process was established to ensure compliance with all legal requirements and ensure that reimbursement is delivered as quickly as possible.

The funding application submitted by a municipality may consist of up to three parts.

The first step is to submit the **Accessible Voting Equipment Funding Application** and an order summary. The order summary includes:

1. A plan detailing the use of these funds, including a detailed listing of all components of any voting system ordered and any services to be provided by the vendor, as well as an itemized list of all associated costs.
2. A description of all accessible materials or equipment to be purchased, including any hardware, software, programming services or maintenance contracts.
3. A verified price quote or other order summary from the vendor which lists all applicable costs.
4. A description of the procurement process used to acquire any systems, equipment, services or materials with these funds.
5. The municipality's relevant W-9 information.

The first three requirements (#1-3) can be completed by simply attaching a brief description of the voting system and any services to be provided by the vendor (see Example on page 3). Assistance in developing the cost, list of components and service information can be provided by the vendor of the voting equipment.

The application form will be reviewed by the State Elections Board, and the applicant will be notified regarding approval or with any questions that need to be addressed in order to ensure approval. Once the application is approved and the equipment is received, the applicant must provide the following verification documentation for the reimbursement payment to be made:

1. A copy of all original invoices.
2. The original paid receipt
3. A signed copy of the attached certificate of performance compliance from the vendor (please see page 4).

If any costs (not exceeding the \$6,000 maximum), such as programming or maintenance are to be incurred at a future time not associated with the receipt of the voting system, please inform the Elections Board and provide an estimated date of service. Funding for these costs will be provided when such services are provided by the vendor and proper documentation (invoice and receipt) are submitted to the Elections Board.

## EXAMPLE: INFORMATION & VENDOR USED FOR ILLUSTRATIVE PURPOSES ONLY

### Plan and description

Municipality *X* plans to use the funds available to provide an accessible voting system for polling place *Y* in the following manner:

Electronic voting system <i>alpha</i> , including election management software <i>beta</i>	\$3,500
Training for clerk, deputy clerk and chief election inspector	\$500
Programming of <i>alpha</i> system for 2006 elections	\$500
Maintenance on <i>alpha</i> system and <i>beta</i> software for 2006 & 2007	\$1,000

This voting system has been approved by the State Elections Board for use in Wisconsin.

A copy of a price quote and a description of the information from the vendor, which includes these prices, is attached.

The purchase of this equipment was approved by the *Municipality X* Board on *January 13*, 2006. All municipal purchasing requirements were followed for making this purchase.

The remaining \$500 will be used for programming of the *alpha* system in 2007.

CERTIFICATE OF PERFORMANCE COMPLIANCE:  
DELIVERY OF VOTING SYSTEM

The undersigned supplier of the following described voting system hereby certifies that the described hardware, software and firmware or any other component of said system which was demonstrated and submitted for the State of Wisconsin Elections Board ("Elections Board") review and certification on \_\_\_\_\_, 200\_ and was placed in escrow under ElBd 7.03(2), is identical in all material respects to the voting system of the same identifying number that has been delivered to the attached list of Wisconsin municipalities. The described system was assigned NASED # \_\_\_\_\_ by the federal Election Assistance Commission (EAC) on \_\_\_\_\_, 200\_, and approved by the Elections Board on \_\_\_\_\_, 200\_.

The undersigned understands and agrees that any material deviation in the components of the described voting system voids the certification accorded that system by the Elections Board and subjects the undersigned to: (1) de-certification of any or all voting systems approved for use in Wisconsin; (2) a rebate of full purchase price to all municipalities which have purchased said system; and (3) any applicable civil or criminal penalties that may be available to any purchaser of said system.

Should the system provided to any municipality prove to deviate in any material respects from that which was demonstrated and submitted for Elections Board review and certification on \_\_\_\_\_, 200\_ and was placed in escrow under ElBd 7.03(2), the undersigned supplier shall pay the full cost of any and all testing or other actions undertaken by the Elections Board to determine whether any material deviations exist.

EQUIPMENT DESCRIPTION