



**ADVISORY 2019-01**

February 11, 2019

To: The Ashland, Auglaize, Belmont, Carroll, Clermont, Fayette, Guernsey, Harrison, Huron, Knox, Monroe, Muskingum, Portage, and Tuscarawas County Boards of Elections  
Directors, Deputy Directors, and Board Members

Re: Reimbursement for Prior Purchase of Voting Equipment and Acquisition of Additional Equipment

**BACKGROUND**

Am. Sub. S.B. 135 (132<sup>nd</sup> GA) allocated \$10 million in general revenue funds to reimburse those counties that purchased a new voting system between January 1, 2014 and July 29, 2018 (i.e., the effective date of the legislation) for allowable expenditures relating to the acquisition or lease of a voting system.<sup>1</sup> Pursuant to the legislation, counties can be reimbursed a dollar amount up to, but not exceeding, the county's allocated funding amount.<sup>2</sup> Recently enrolled Sub. H.B. 41 (132<sup>nd</sup> GA, effective March 20, 2019) authorizes a county to acquire additional equipment with its allocated funding amount in accordance with the Voting Equipment Acquisition Program.<sup>3</sup>

The purpose of this Advisory is to provide each eligible county with instructions on how to obtain its reimbursement, and, if the county has a remaining allocation and wants to acquire additional equipment, how to acquire voting equipment under the Voting Equipment Acquisition Program.

It is important to note that the general revenue funds are appropriated only through fiscal year 2019, and the effective date of H.B. 41, allowing for additional acquisitions with the appropriation, is not until March. Therefore, it is imperative that each board adhere to the schedule and deadlines outlined in this Advisory in order to spend its allocation. If your county does not meet the deadlines outlined in this Advisory, it might not be able to acquire additional equipment with its allocation before the end of the fiscal year and the expiration of the appropriation. Attached to this Advisory is a calendar that contains the deadlines that each county must meet.

<sup>1</sup> <https://www.legislature.ohio.gov/legislation/legislation-status?id=GA132-SB-135>.

<sup>2</sup> A breakdown of each county's allocation is attached to this Advisory and matches what has been provided previously.

<sup>3</sup> <https://www.legislature.ohio.gov/legislation/legislation-documents?id=GA132-HB-41>.

## **REIMBURSEMENT**

In order to obtain reimbursement for voting system acquisition or lease expenditures made between January 1, 2014 and July 30, 2018, each board of elections must submit written documentation of its acquisition or lease expenditures to the Secretary of State's Office. The written documentation can be in the form of a purchase order, invoice, delivery receipt, etc. from the vendor or a contract between the county and its vendor. The expenditures must be broken down with enough specificity to enable the Secretary of State's Office to identify what the board of elections paid for its voting machines and any associated allowable expenditures.

In addition to the written documentation, each board must complete the Voting System Reimbursement worksheet provided with this Advisory. The worksheet assists boards of elections with breaking down the costs and the Secretary of State's Office with identifying associated allowable expenditures. Please use the worksheet to enter your county's cost for each expenditure contained in the worksheet. A board of elections should work with its vendor if it needs assistance in determining how to categorize any expense for which it is seeking reimbursement.

Each county must upload its written documentation and worksheet to its county folder on the Secretary of State's SharePoint site not later than **Monday, March 4, 2019**. Once the county uploads its documentation and worksheet, it must send an email to Emily Bright-Woeste at [EBright@OhioSecretaryofState.gov](mailto:EBright@OhioSecretaryofState.gov). The Secretary of State's Office will review the written documentation and worksheet and mail a check to your county's general fund not later than **Friday, March 15, 2019**.

## **ACQUIRING ADDITIONAL EQUIPMENT – AFTER MARCH 20, 2019**

If your county does not deplete its allocated funding amount with its reimbursement and your county wants to acquire additional voting equipment, it may acquire additional equipment by selecting additional equipment and services from its vendor's price list. The price lists for each voting system vendor (i.e., Clear Ballot Group, Dominion Voting Systems, Election Systems & Software (ES&S), Hart InterCivic, and Unisyn Voting Solutions) are available for review here: <https://procure.ohio.gov/proc/viewContractsAwards.asp?contractID=36423>. Please click on "View ORIGINAL CONTRACT" and scroll to page 11, "Pricing Schedule," to review the items and pricing.

Note that there are two tables within each vendor's price list: Table A State-Funded Items and Table B Non-State-Funded Items. The items and services in Table A are associated allowable expenditures that can be paid for by the state. The items and services in Table B are not eligible to be paid for by the state. If your county wants to select a service from Table B, it is responsible for working with its vendor to acquire and pay for the cost of that item. The Secretary of State's Office cannot pay for any equipment or services that are not state-funded.

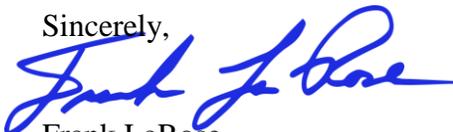
After your county selects equipment or services listed in Table A, it needs to obtain a detailed quote from the vendor. The quote must be submitted to the Secretary of State's Office for review not later than **Friday, April 19, 2019**. Each county must upload the quote to its county folder on the Secretary of State's SharePoint site and send an email to Emily Bright-Woeste at [EBright@OhioSecretaryofState.gov](mailto:EBright@OhioSecretaryofState.gov). The Secretary of State's Office will review the quote, identify the equipment and services for which it will pay, and confirm the amount that the office will pay to the county for the equipment and services.

The county then can enter into a contract with the vendor for the acquisition and delivery of the selected equipment or services and for payment of the equipment and services. The county should work with its legal counsel, the county prosecuting attorney, on the terms of the contract. Each county must submit a copy of the executed contract to the Secretary of State's Office not later than **Monday, May 13, 2019**. Each county must upload the contract to its county folder on the Secretary of State's SharePoint site and send an email to Emily Bright-Woeste at [EBright@OhioSecretaryofState.gov](mailto:EBright@OhioSecretaryofState.gov).

The Secretary of State's Office will mail to each county a check in the amount the office agreed to pay not later than **Friday, June 7, 2019**. The county will pay the vendor directly for the selected equipment and services.

If you have questions regarding this Advisory, please contact the Secretary of State's elections counsel at (614) 466-2585.

Sincerely,



Frank LaRose

# March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 County Reimbursement Submission Due Date	5	6	7	8	9
10	11	12	13	14	15 SOS will mail reimbursement checks to counties.	16
17	18	19	20 Acquiring Additional Equipment amounts will be available to counties.	21	22	23
24	25	26	27	28	29	30
31						

## ACTIONS

### County Due Date

Reimbursement submission due date is March 4. All written documentation and worksheet must be submitted to the county's folder on the SOS SharePoint site.

### SOS Reimbursement Review

SOS will review reimbursement requests March 5 – March 11. SOS Finance Division will start reimbursement vouchering process March 12.

# April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Secretary of State's office review of the vendor's quote and confirm payment amount with counties.	23 Secretary of State's office review of the vendor's quote and confirm payment amount with counties.	24 Secretary of State's office review of the vendor's quote and confirm payment amount with counties.	25 Secretary of State's office review of the vendor's quote and confirm payment amount with counties.	26 Secretary of State's office review of the vendor's quote and confirm payment amount with counties.	27
28	29	30				

County submits a detailed quote from vendor to SOS.

## ACTIONS

### County Deadline April 19, 2019

County selects equipment or services listed in Table A, obtains a detailed quote from the vendor and submits the quote to the Secretary of State's office for review. The Secretary of State's office will identify the equipment and services for which it will pay and confirm the amount of the payment.

# May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Counties enter into a contract with the vendor.	2 Counties enter into a contract with the vendor.	3 Counties enter into a contract with the vendor.	4
5	6 Counties enter into a contract with the vendor.	7 Counties enter into a contract with the vendor.	8 Counties enter into a contract with the vendor.	9 Counties enter into a contract with the vendor.	10 Counties enter into a contract with the vendor.	11
12	13 Counties must submit executed contract to SOS.	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## ACTIONS

### County Deadline May 13, 2019

County must have an executed contract by May 13, 2019 in order for SOS to provide payment for acquiring additional equipment before the end of the state fiscal year (June 30, 2019).

# June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 SOS will mail additional funding checks to counties.	8
9	10	11	12	13	14	15
16	17 State Accounting System closed for all accounts payable transactions.	18 State Accounting System closed for all accounts payable transactions.	19 State Accounting System closed for all accounts payable transactions.	20 State Accounting System closed for all accounts payable transactions.	21 State Accounting System closed for all accounts payable transactions.	22
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## NOTE:

### Not to exceed amount

Secretary of State's office is not responsible and cannot pay for any equipment or services that exceed the amount of the county's allocation or exceed the quoted price.

COUNTY	VOTERS	BASE FUNDING	REMAINDER OF ALLOCATION	TOTAL PER COUNTY
ASHLAND	34,158	\$250,000.00	\$353,216.51	\$603,216.51
AUGLAIZE	31,267	\$250,000.00	\$323,321.64	\$573,321.64
BELMONT	46,544	\$250,000.00	\$481,296.01	\$731,296.01
CARROLL	17,826	\$205,000.00	\$184,332.73	\$389,332.73
CLERMONT	133,990	\$406,000.00	\$1,385,546.00	\$1,791,546.00
FAYETTE	16,100	\$205,000.00	\$166,484.74	\$371,484.74
GUERNSEY	23,911	\$250,000.00	\$247,255.69	\$497,255.69
HARRISON	9,953	\$205,000.00	\$102,920.66	\$307,920.66
HURON	34,616	\$250,000.00	\$357,952.54	\$607,952.54
KNOX	40,528	\$250,000.00	\$419,086.56	\$669,086.56
MONROE	9,572	\$205,000.00	\$98,980.87	\$303,980.87
MUSKINGUM	53,615	\$250,000.00	\$554,414.87	\$804,414.87
PORTAGE	105,785	\$406,000.00	\$1,093,887.48	\$1,499,887.48
TUSCARAWAS	57,956	\$250,000.00	\$599,303.71	\$849,303.71
	<b>615,821</b>	<b>\$3,632,000.00</b>	<b>\$6,368,000.00</b>	<b>\$10,000,000.00</b>

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