

Ohio Secretary of State Policy For Polling Place Accessibility Equipment Purchased With Health and Human Services (HHS) Grant Funds

The Ohio Secretary of State's Office has developed a policy regarding the permanent transfer, temporary transfer (loan), and disposal of accessibility equipment paid for by Health and Human Services (HHS) Grant funds for polling location accessibility.

1. Permanent Transfer of Accessibility Equipment

Approval from the Secretary of State's office for the transfer of accessibility equipment must be obtained prior to any transfer. Accessibility equipment may be permanently transferred from a county board of elections to another county board of election within the State of Ohio; to a municipality, township, school district, or county government agency within the same county; or to a state agency building location within the same county. To obtain permission, a board of elections must complete the prescribed form, "HHS Polling Location Accessibility Equipment Agreement of Permanent Transfer" (SOS Form 18) listing the quantity of equipment, a description, and an estimated value. The prescribed form must be kept on record in the event of relevant audits, claims, litigation, negotiations or other proceedings regarding permanently transferred equipment purchased with Health and Human Services (HHS) grant funding.

Permanent Transfer Options:

A. From a county Board of Elections to another county Board of Elections within the State of Ohio:

A county Board of Elections (BOE) that has excess or unneeded accessibility equipment purchased with Health and Human Services (HHS) grant funds and that is no longer using this equipment to improve access to its polling locations may **ONLY transfer that equipment to another County BOE within the State of Ohio if the equipment is going to be used to improve access to polling locations.** The Director and the Board Chairman from both counties participating in the transfer must sign SOS Form 18. The cost and delivery of permanently transferred accessibility equipment is to be negotiated between participating county BOE's.

B. From a county Board of Elections to a municipality, township, school district, or county government agency within the same county:

A county Board of Elections that has excess or unneeded accessibility equipment purchased with Health and Human Services (HHS) grant funds and that is no longer using this equipment to improve access to its polling locations may **ONLY transfer that equipment to a municipality, township, school district or county government agency within the same county if the equipment is going to be used to improve access to polling locations.** The Director and Board Chairman from the transferring board of elections and an authorized representative from the participating government agency must sign SOS Form 18. The cost and delivery of permanently transferred accessibility equipment is to be negotiated between the BOE and the participating municipality, township, school district or county government agency.

C. From a county Board of Elections to a state agency building located in the same county:

A county Board of Elections that has excess or unneeded accessibility equipment purchased with Health and Human Services (HHS) grant funds and that is no longer using this equipment to improve access to its polling locations may **ONLY transfer that equipment to a state agency within the same county if the equipment is going to be used to improve access to polling locations.** The Director and Board Chairman from the transferring board of elections and an authorized representative from the participating state agency must sign SOS Form 18. The cost and delivery of permanently transferred accessibility equipment is to be negotiated between the BOE and the participating state agency.

2. Temporary Transfer (Loan) of Accessibility Equipment

Approval from the Secretary of State's office for the temporary transfer of accessibility equipment must be obtained prior to the transfer. Accessibility equipment may be temporarily (loan) transferred from a board of elections to another county board of election within the State of Ohio, to a municipality, township, school district, or county government agency within the same county or to a state agency building location within the same county. To obtain permission, a board of elections must complete the prescribed form, "HHS Polling Location Accessibility Equipment Agreement of Temporary (loan) Transfer" (SOS Form 19) listing the quantity of equipment, a description, and an estimated value. The prescribed form must be kept on record in the event of relevant audits, claims, litigation, negotiations or other proceedings regarding temporarily transferred equipment purchased with Health and Human Services (HHS) grant funding.

Temporary Transfer (Loan) Options:

A. From a county Board of Elections to another county Board of Elections within the State of Ohio:

A County Board of Elections (BOE) that has excess accessibility equipment purchased with Health and Human Services (HHS) grant funds and that is no longer using this equipment to improve access to its polling locations may **ONLY transfer that equipment to another County BOE within the State of Ohio if the equipment is going to be used to improve access to polling locations.** The Director and Board Chairman from both counties participating in the transfer must sign SOS Form 19. The cost and delivery of temporarily transferring accessibility equipment is to be negotiated between participating County BOE's.

B. From a county Board of Elections to a municipality, township, school district, or county government agency within the same county:

A county Board of Elections that has excess or unneeded accessibility equipment purchased with Health and Human Services (HHS) grant funds and that is no longer using this equipment to improve access to its polling locations may **ONLY transfer that equipment to a municipality, township, school district or county government agency within the same county if the equipment is going to be used to improve access to polling locations.** The Director and Board Chairman from the transferring board of elections and an authorized representative from the participating government agency must sign SOS Form 19. The cost and delivery of temporarily transferred accessibility equipment is to be negotiated between the BOE and the participating municipality, township, school district or county government agency.

C. From a county Board of Elections to a state agency building located in the same county:

A county Board of Elections that has excess accessibility equipment purchased with Health and Human Services (HHS) grant funds and that is no longer using this equipment to improve access to its polling locations may **ONLY transfer that equipment to a state agency within the same county if the equipment is going to be used to improve access to polling locations.** The Director and Board Chairman from the transferring county board of elections and an authorized representative from the participating state agency must sign SOS Form 19. The cost and delivery of temporarily transferred accessibility equipment is to be negotiated between the BOE and the participating state agency.

3. Disposal of Accessibility Equipment

Approval from the Secretary of State's office for the disposal of accessibility equipment must be obtained prior to disposal. A county Board of Elections that has accessibility equipment purchased with Health and Human Services (HHS) grant funds and is no longer in working condition due to weatherization or damage may dispose of the equipment. To obtain permission, a board of elections must complete the prescribed form "HHS Polling Location Accessibility Equipment Disposal Form" (SOS Form 20) describing the type of equipment, quantity and reason for the disposal of the equipment. The Director and Board Chairman must sign the SOS Form 20 and keep the form on record in the event of relevant audits, claims, litigation, negotiations or other proceedings regarding the disposal of equipment purchased with Health and Human Services grant funding.

4. Selling of Accessibility Equipment

A county Board of Elections (BOE) that has excess accessibility equipment purchased with Health and Human Services (HHS) grant funds is prohibited from selling the equipment under any circumstance. Please see the above policy about transferring the excess equipment to another county board of elections or government agency.