

From: Elections Internet <Elections@sos.texas.gov>

Sent: Friday, May 15, 2020

Subject: MASS EMAIL -- (CJ/CC/VR/EA/FO - 1,417) -- 2020 Help America Vote Act (HAVA) Cares Act Sub-grant to Texas Counties

Dear County Judges, Election Officials, and Financial Officers,

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) includes \$400 million in new Help America Vote Act (HAVA) emergency funds, made available to states to prevent, prepare for, and respond to the coronavirus for the 2020 federal election cycle. Texas received a total of \$24,546,840 in federal funds. The Secretary of State has elected to sub-grant all of the funds to Texas counties. Accordingly, a grant award notice has been sent to each county judge via DocuSign today.

A few items to note in executing the grant agreement:

Allocations: The amount awarded to the county is based on voter registration activity for the most recent voting year as defined in Chapter 19 of the Texas Election Code. The Federal funds must be matched at 20% using county funds. Pursuant to Section 19.004 of the Texas Election Code, the Secretary of State has determined that Chapter 19 funds entitled to the county may be used to meet the cash match requirement. The county may choose to use other county funds in combination with, or replacement of, Chapter 19 funds.

Grant Period: Any eligible expenditure incurred from March 28, 2020 to November 30, 2020 is payable from the grant.

Purpose Areas: Voting Processes - Additional costs for printing and mailing ballots, ballot tracking software, high speed scanners, letter opening equipment, registration list activities to improve the accuracy and currency of registrant addresses; Staffing - Additional poll workers, election office staff diverted to pandemic response, temporary staff; Security and Training - Pre- and post-election cleaning of polling places, staff and poll worker training on prevention processes; Communications - Notifying the public of voter registration requirements, ballot request options, precautions or voting procedures; and, Supplies - Additional laptops, mobile IT equipment, cleaning supplies, personal protective equipment (PPE). **All expenditures under this grant must comply with applicable federal and state laws, the grant agreement between the county and the Secretary of State, and any other applicable regulations and procedures.**

Grant Award Process: 1) SOS sends the grant award notice via DocuSign to the county judge. 2) Commissioners Court must pass a resolution prior to the agreement being signed by the judge (the required resolution language is included in the "grant assurances" in the DocuSign agreement and is included at the end of this email). 3) County Judge completes the agreement and attaches the resolution (follow the instructions in DocuSign). 4) SOS issues payment to the county. Payments will be issued using the county vendor ID and a designated mail code, which is required to be provided in the grant award notice. If you are unsure of what mail code to use, please contact your county treasurer/auditor.

Additional Details Regarding Not Receiving DocuSign Emails (only the county judge receives the DocuSign email):

1. Check to see if the email landed in the Junk or Spam folder.
2. Add the following email addresses as Safe Senders (aka Trusted Senders) to the email client. These are the DocuSign system sending email addresses:
 - dse@docusign.net
 - dse_demo@docusign.net
 - dse_na2@docusign.net
 - dse_na3@docusign.net
 - dse_eu1@docusign.net
 - dse@eumail.docusign.net
 - dse@camail.docusign.net
 - dse@aumail.docusign.net
 - dse_staging@docusign.net
3. Request that your IT department allow emails from the domains @docusign.net & @docusign.com.
4. If the email is still not received, contact EFMAdmin@sos.texas.gov.

Required Resolution Language:

A resolution from the county Commissioners Court must be on file with the Secretary of State that includes, at a minimum, the following statements (the same resolution may be used for any HAVA funds awarded to the county provided the statements remain true and correct):

_____ Commissioners Court agrees that the expenditure of the funds will be in accordance with applicable federal and state law and any agreement between _____ County and the State of Texas, Office of the Secretary of State as authorized under Section 101 of the Help America Vote Act of 2002 and in consultation and agreement with the county election official(s) as defined in Sections 12.001 and 31.091 of the Texas Election Code.

_____ Commissioners Court agrees to assign a single point of contact (SPOC) to act on behalf of the county in communicating with the Office of the Secretary of State, including the submission of all necessary reports.

_____ Commissioners Court agrees claims against the fund shall be audited and approved in the same manner as other claims against the county before they are paid.

_____ Commissioners Court agrees that it will not consider the availability of the funds in adopting the county budget.

_____ Commissioners Court agrees that in the event of loss, misuse, or noncompliance pursuant to any grant award agreement with the Secretary of State,

_____ Commissioners Court assures that the funds will be returned to the Office of the Secretary of State in full.

If you have any additional questions, please contact the Election Funds Management team at EFMAdmin@sos.texas.gov.

Keith Ingram
Director, Elections Division
Office of the Secretary of State

800-252-VOTE(8683)

www.sos.state.tx.us/elections/index.shtml

For Voter Related Information, please visit:

