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**STATE BOARD OF ELECTIONS**

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**GARY O. BARTLETT**  
Executive Director

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**Financial Report for HHS Grant**

Submit a separate report for each precinct/polling place. All Reports are due no later than 90 days after the Grant Acceptance Agreement.

County \_\_\_\_\_ Precinct Name: \_\_\_\_\_

Total # of Precincts in county \_\_\_\_\_ Polling Place Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Please complete all of the information requested and write N/A if not applicable to your county.**

1) How much HHS Accessibility funding did you receive? \_\_\_\_\_

2) Did you receive any accessibility funding or contributions from any other sources? \_\_\_\_\_  
If so, list the source and the amount \_\_\_\_\_

3) Have all HHS Grant funds been expended? \_\_\_\_\_

a. If not, how much has been spent? \_\_\_\_\_

b. And how much is remaining? \_\_\_\_\_

(If there are unspent funds, send a check for that amount to State Board of Elections no later than 12/30/08)

4) Have all repairs and/or purchases been completed? \_\_\_\_\_

5) Is this precinct location compliant after use of funds? \_\_\_\_\_

6) How many precincts in all are compliant after use of funds? \_\_\_\_\_

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**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





North Carolina State Board of Elections



**Grant Acceptance Agreement**

The purpose of this grant is the use of the HHS funding in order to make all polling places accessible to voters with the full range of disabilities (according to section 261 of HAVA).

(COUNTY NAME) has been given a grant of (\_\_\_\_\_) based on the information contained in your grant application.

The grant funds are to be used to:

- a. Make polling places accessible to individuals with the full range of disabilities (e.g., impairments involving visual, hearing, mobility, dexterity, or elderly) by establishing or improving parking, paths of travel, door hardware, entrances, exits, and voting areas through the use of varied accessibility tools. (e.g., ramps, handrails, magnifying lenses, devices to alert curbside voters) as per the proposals in your grant application.
- b. Provide the same opportunity for access and participation for individuals with the full range of disabilities (e.g., privacy and independence) by implementing solutions that will create equal service and improved sensitivity as per the proposals in your grant application.

These grants can be used only for the purpose for which the grant was awarded, and used only as requested in your grant request.

If there is a need to spend these funds for accessibility purposes other than the way described in your grant application, you must contact the State Board Office prior to the expenditure of such funds for approval of the proposed spending.

The source of the grant you have received is an EAID H&HS HAVA grant. Both the State Board of Elections and you have responsibilities both as to spending the funds for their intended purposes and tracking such expenditure for audit purposes as set out below.

SEC. 902. AUDITS AND REPAYMENT OF FUNDS.

(a) Recordkeeping Requirement.--Each recipient of a grant or other payment made under this Act shall keep such records with respect to the payment as are consistent with sound accounting principles, including records which fully disclose the amount and disposition by such recipient of funds, the total cost of the project or undertaking for which such funds are used, and the amount of that portion of the cost of the project or undertaking supplied by other sources, and such other records as will facilitate an effective audit.

(b) Audits and Examinations.--

(1) Audits and examinations.--Except as provided in paragraph (5), each office making a grant or other payment under

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this Act, or any duly authorized representative of such office, may audit or examine any recipient of the grant or payment and shall have access for the purpose of audit and examination to any books, documents, papers, and records of the recipient which in the opinion of the entity may be related or pertinent to the grant or payment.

(2) Recipients of assistance subject to provisions of section.-- The provisions of this section shall apply to all recipients of grants or other payments under this Act, whether by direct grant, cooperative agreement, or contract under this Act or by subgrant or subcontract from primary grantees or contractors under this Act.

(3) Mandatory audit.--In addition to audits conducted pursuant to paragraph (1), all funds provided under this Act shall be subject to mandatory audit by the Comptroller General at least once during the lifetime of the program involved. For purposes of an audit under this paragraph, the Comptroller General shall have access to books, documents, papers, and records of recipients of funds in the same manner as the office making the grant or payment involved has access to such books, documents, papers, and records under paragraph (1).

(4) Special rule for payments by general services administration.--With respect to any grant or payment made under this Act by the Administrator of General Services, the Election Assistance Commission shall be deemed to be the office making the grant or payment for purposes of this section.

(5) Special rule.--In the case of grants or payments made under section 251, audits and examinations conducted under paragraph (1) shall be performed on a regular basis (as determined by the Commission).

(6) Special rules for audits by the commission.--In addition to the audits described in paragraph (1), the Election Assistance Commission may conduct a special audit or special examination of a recipient described in paragraph (1) upon a vote of the Commission.

(c) Recoupment of Funds.--If the Comptroller General determines as a result of an audit conducted under subsection (b) that--

(1) a recipient of funds under this Act is not in compliance with each of the requirements of the program under which the funds are provided; or

(2) an excess payment has been made to the recipient under the program,

the recipient shall pay to the office which made the grant or payment involved a portion of the funds provided which reflects the proportion of the requirements with which the recipient is not in compliance, or the extent to which the payment is in excess, under the program involved.

By accepting this grant, you agree to document all expenditures by noting dates, purposes, and locations. In addition, receipts must be obtained of all such expenditures. Receipts should be submitted with your Financial Report which is due 90 days after the date of this agreement. Your records may or may not be subject to audit.

Acceptance of the grant funds and the signature below is an agreement to spend such funds as per your grant application, this document, and to abide by the audit requirements of HAVA.

This, the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
(County Name)

\_\_\_\_\_  
Chairman, County Board of Elections

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