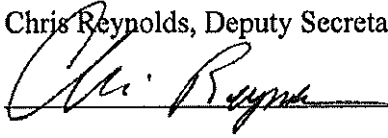


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TO: County Elections Officials

FROM: Chris Reynolds, Deputy Secretary of State, HAVA Activities


SUBJECT: ****IMPORTANT HAVA DEADLINE – EAID FUNDING****

DATE: April 10, 2008

Please be aware that we are approaching an important deadline for the use of funding to improve polling place accessibility provided under EAID/Help America Vote Act (HAVA) Section 261 contracts executed with the Secretary of State's office.

The end date in this contract is May 31, 2008. That means:

- **Counties must commit these funds – by signing a binding agreement for polling place survey services, for instance – by May 31, 2008. Funds committed under such a binding agreement must be fully expended no later than July 31, 2008 and a claim must be submitted to the Secretary of State for reimbursement by that date (i.e., within 60 days after the May 31 end date of the contract).**
- **Funds used in other ways – to buy supplies such as polling place survey tools, building materials, signs or lighting – must be expended by May 31.**
- **All claims for reimbursement for eligible costs must be submitted no later than July 31, 2008 (i.e., within 60 days after the May 31 end date of the contract).**

Unlike funds provided under other sections of HAVA, EAID/Section 261 funding, which is provided through the federal Department of Health and Human Services must be expended within five years of the date the allocation was issued. The funds provided under this contract are from federal fiscal year 2003. Therefore, funds must be expended before the end of the 2008 federal fiscal year. Funds not expended by then will revert to the federal government.

If your county has not executed the new agreement with the Secretary of State for the balance of funding allocated to your county, and you have plans to access and liquidate those funds by May 31, 2008 or by July 31, 2008, as specified above, please execute your agreement as soon as possible.

If you have questions, or need assistance, please feel free to contact me at (916) 651-7837, or Kaye Kaufman at (916) 657-2376.

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