

County of Kane  
Office of County Board  
Kane County Government Center

Karen McConnaughay  
Chairman  
630-232-5930



719 Batavia Avenue  
Geneva, Illinois 60134  
Fax 630-232-9188

**DOCUMENT VET SHEET**

for

**Karen McConnaughay  
Chairman, Kane County Board**

Name of Document: Help America Vote Act  
Requirements III Grant

Submitted by: John Cunningham, County Clerk

Date Submitted: \_\_\_\_\_

Examined by: Joseph Cullen  
(Print name)

Joseph Cullen  
(Signature)

7-18-11  
(Date)

Post on Web: Yes  No  Atty. Initials JmC

Comments: Phase III of grant in Placed 5/11  
2006.

Chairman signed:  Yes  No 5-2-11  
(Date)

Document returned to: Robyn HARVEY, Co. CLERK OF C



**ILLINOIS STATE BOARD OF ELECTIONS**  
**Requirement Monies**  
**Phase III**  
**Information Sheet**

1. Name of Jurisdiction\*: Kane County Clerk  
Payable to: Kane County Clerk
2. Primary Contact: Robyn Harvey
3. Title: Deputy Clerk
4. Mailing Address: 719 S. Batavia Ave, Building B  
PO Box 70  
Geneva, IL 60134  
  
Mailing Address  
For Payment:  
(if different from  
above) \_\_\_\_\_  
\_\_\_\_\_
5. Telephone Number: 630-232-5990
6. Fax Number: 630-232-5870
7. E-Mail: Harveyrobyn@co.kane.il.us

\*Specify payment payable to (if different from Jurisdiction)



**Illinois State Board of Elections**  
**Acceptance Agreement**  
**Requirements Monies – Phase III**  
**August 2010**



You are receiving a grant from the Illinois State Board of Elections' pursuant to federal monies received under Title II, Section 251 of the Help America Vote Act of 2002, 42 U.S.C. §§ 15301-15545 ("HAVA") (CFDA # 90.401). Generally stated, the purpose of this grant is to improve the administration of federal elections in Illinois under the requirements of Title III of the Help America Vote Act of 2002. Your election jurisdiction, Kane County ("Election Authority"), will receive the amount of \$350,709.00 (*three hundred fifty thousand, seven hundred nine dollars and 00/100 cents*), which will be distributed in a lump sum payment unless you submit an addendum to request in smaller portions. We calculated this amount based on the proportion of your jurisdiction's voting age population to that of the entire State.

Specifically, this grant is to be used to carry out one or more of the following activities:

1. Educate citizens concerning voting procedures, voting rights, and voting systems;
2. Train election officials, poll workers, and election volunteers;
3. Improve, acquire, lease, modify, or replace voting systems and technology and methods for casting and counting votes to comply with the requirements of Section 301(a)(3) (accessibility); preventative maintenance or annual maintenance on voting equipment;
4. Provide polling place accessibility;
5. Improve the administration of elections for Federal office, including but not limited to, increasing voter participation by facilitating absentee voting procedures for military and overseas voters, and facilitating and making more accessible the general voter registration process for Illinois citizens.

The State Board of Elections and you, the Election authority, have responsibilities under HAVA as to proper procurement, spending, and tracking of grant expenditures in accordance with all applicable State and Federal regulations. These regulations include, but are not limited to, Federal regulations A-87, A-102 and A-133. By accepting this grant, you agree to document all expenditures for audit purposes in accordance with generally accepted auditing standards, Federal Single Audit requirements, and any specific additional provisions contained in HAVA (42 U.S.C. § 15542). You must keep all expenditure documentation and receipts in your records until you are notified by the State Board of Elections or an authorized representative to either supply them to us or dispose of them. Furthermore, you agree to provide all Election Authority documentation applicable to activity under this grant program to the State Board of Elections or its authorized representative upon request.

Under no circumstances is this grant money to be supplanted into the county's election budget by the County Board or the Board of Election Commissioners. These grant funds must be kept separate and segregated. If using these funds for polling place accessibility, the funds may not be used in any way in a private residence. For example, they may not be used to make permanent improvements to the building(s) or property of a private residence. These grant funds may be used only to make improvements to publicly owned buildings and/or property. Furthermore, purchases made with this grant shall become the responsibility and property of the Election Authority, not the State Board of Elections. All property control and custody responsibilities will be assumed by the Election Authority. The Election Authority must follow the federal equipment management requirements included in 41 CFR 105-71.132 and maintain adequate records of equipment purchased with HAVA funds. Likewise, the Election Authority agrees that all future costs related to maintenance, repairs, and upgrades to equipment or property purchased with these grant funds shall be the sole responsibility of the Election Authority, not the State Board of Elections.

There are certain federal financial controls applicable to this grant. According to the regulations of the U.S. Treasury, recipients of Federal monies (State governments) that pass the funds on to sub-recipients in advance (Local governments) must ensure that only those monies determined necessary for immediate cash needs are advanced (34 CFR 80.20). The State Auditor General has interpreted 'immediate cash needs' as receiving advance funds 30 days or less from the expected date of paying the sub-recipient's vendors. Please submit only when you are ready to pay your vendors for qualifying expenses under this Program within the timelines given above. Therefore, the grant may be applied toward any purchase or lease meeting the above criteria made between July 1, 2009 and November 6, 2012. The Election Authority agrees to indemnify and hold the State Board of Elections harmless against any claims brought against it by the Comptroller General or other agency of the federal government, for reimbursement of the grant funds in the event that the Election Authority is found liable for misapplication, misuse, or misappropriation of funds.

The Election Authority agrees that it will not purchase goods/services with HAVA funds with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549. These can be found on the Excluded Parties List System located at [www.gsa.gov](http://www.gsa.gov) ([http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=19944&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=19944&noc=T))

The Election Authority will follow the Lobbying certification as required by Section 1352, Title 31 of the U.S. Code. The recipient certifies that: (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement; and (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities."

**THIS GRANT IS SUBJECT TO THE ILLINOIS GRANT FUNDS RECOVERY ACT (30 ILCS 705/1, et seq.). THEREFORE, ANY UNSPENT PORTION OF THE GRANT THAT REMAINS AFTER 30 DAYS MUST BE RETURNED WITH INTEREST TO THE STATE BOARD OF ELECTIONS IMMEDIATELY. ANY MISSPENT OR IMPROPERLY HELD GRANT FUNDS ARE SUBJECT TO RECOVERY BY THE STATE BOARD OF ELECTIONS.**

**Election authorities that fail to pay their vendors for qualifying expenses within the 30-day time period as specified by the terms of this Agreement and underlying federal rule shall become liable to the State Board of Elections for interest penalties for failing to meet the 30-day interval (unless the applicable grant amount, or any unused portion thereof, is returned to the State before the 30-day period has elapsed). An election authority failing to meet this 30-day requirement will be liable for interest at the rate applicable to the State's payments to its vendors under the terms of the State Prompt Payment Act (30ILCS 540). The interest calculation for this mandatory reimbursement is based on the historical interest rates earned by the State HAVA fund and paid by the State Treasurer during the specific time periods the money was improperly held by the local jurisdiction. The election authority assessed this interest penalty must remit the penalty amount to the State Board of Elections within 30 days of receipt of notice from SBE. Such interest payment shall be identified separately from any grant returns or other refunds.**

By signing this document, you certify that you agree to use the grant funds provided for the purposes articulated above and certify that you understand and agree to the record keeping and documentation requirements set forth above.

Further, you certify that you will return to the SBE any of the unspent funds remaining within thirty days after receipt of such funds as noted above. For purposes of this paragraph, the unspent funds shall be considered timely returned if it is actually received in either of the SBE offices (Chicago or Springfield) within 30 days of receipt or, if received beyond such 30-day period, the envelope containing the unspent funds is postmarked within such 30-day period. If the postmark on the envelope containing the unspent funds is missing or illegible, the return of the unspent funds will be considered timely if such envelope is received by the SBE no later than 5 business days following the end of such 30-day period.

In addition, you understand and accept that no additional HAVA related funds will be forthcoming, or in the alternative, that additional grant funds may be reduced by the amount of any outstanding funds owed to the State Board of Elections, until the terms of those agreements are satisfied and any unspent or unaccounted for funds are returned with interest as indicated above.

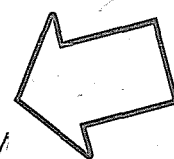
Any violations of this agreement may be reported to appropriate legal authorities for review and appropriate action.

**Chairman of County Board or Board of Election  
Commissioners/Authorized Agent**

Signature *Karen McConaughay*  
Printed Name Karen McConaughay, Chairperson  
Date \_\_\_\_\_

**Election Authority Authorized Agent**

Signature *John A. Cunningham*  
Printed Name John A. Cunningham, Kane County Clerk  
Date 4-19-11



**Illinois State Board of Elections**

Signature \_\_\_\_\_  
Printed Name Daniel W. White, Executive Director  
Date \_\_\_\_\_



## ILLINOIS STATE BOARD OF ELECTIONS

### Requirement Monies

### Phase III

### Expenditure List

#### OVERVIEW

The following forms must be completed to describe in detail the implementation of the various improvements and their corresponding expenditures which are eligible to be funded by the Requirements Monies Phase III grant in your jurisdiction. Please be sure to place your expenditures on the appropriate pages. The categories are as follows:

1. ***Voter Education***
2. ***Elections - Training***
3. ***Voting Systems & Technology Improvements***
4. ***Polling Place Accessibility (voting process)***
5. ***Improvements for the Administration of Federal Elections***

Please complete each applicable page of the expenditure list and include all vendor invoices and copies of checks paid to the vendors (if already paid) with your grant paperwork. If you should need assistance, please contact Becky Glazier at 217-782-1536 or [bglazier@elections.il.gov](mailto:bglazier@elections.il.gov) or Amy Calvin at 217-782-1531 or [acalvin@elections.il.gov](mailto:acalvin@elections.il.gov).

**If you have a question on whether a particular item may qualify from this grant, please put your request in writing and send via e-mail to Becky or Amy.**















**ILLINOIS STATE BOARD OF ELECTIONS**

**Requirement Monies**

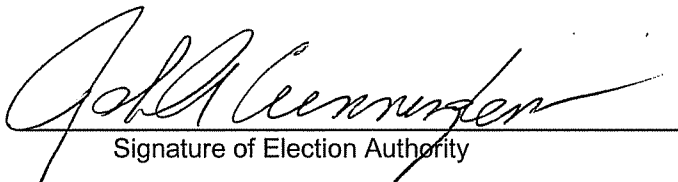
**Phase III**

**Expenditure List**

**CERTIFICATION STATEMENT**

I, John A. Cunningham, County Clerk, of Kane County,  
(Print Name of Election Authority) (Title) (Jurisdiction)

certify that the grant this Election Authority receives will only be used as authorized by the terms set forth by the Illinois State Board of Elections and mandated by the Help America Vote Act. Such terms may be found, but are not limited to, the Requirements Monies Phase III Acceptance Agreement this Election Authority enters into with the Illinois State Board of Elections. I agree to provide, upon the request of the Illinois State Board of Elections or authorized agent, any and all receipts and records of expenditures for this grant.

  
Signature of Election Authority

4-19-11  
Date

Robis Elections, Inc.

P.O. Box 39  
Wheaton, IL 60187

**Robis** Inc.  
Elections

RECEIVED

2010 DEC 15 AM 9:28

# Invoice

Date	Invoice #
10/26/2009	10157

*John A. Cunningham*  
KANE COUNTY CLERK

<b>Bill To</b>
Office of the Kane County Clerk 719 South Batavia Avenue P.O. Box 70 Geneva, IL 60134

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	2010 AskED Software Implementation First quarterly installment of per-election software licensing: AskED Help Desk (15 seats), AskED Early Voting (15 units), AskED Pollbook (250 units), AskED Online Training (1,100 judges)	23,899.93	23,899.93
<p>001.190.191.50340</p> <p><b>PAID JAN 04 2010</b></p>			
<b>Total</b>			\$23,899.93

Robis Elections, Inc.

P.O. Box 39  
Wheaton, IL 60187

**Robis** Inc.  
Elections  
RECEIVED  
2010 FEB -4 AM 10:17

# Invoice

Date	Invoice #
2/3/2010	10167

*John A. ...*  
KANE COUNTY CLERK

<b>Bill To</b>
Office of the Kane County Clerk 719 South Batavia Avenue P.O. Box 70 Geneva, IL 60134

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Asked Software Implementation Post Election for February 2010 Primary Asked Help Desk (15 seats), Asked Early Voting (15 units), Asked Pollbook (250 units), Asked Online Training (1,100 judges)	23,899.93	23,899.93
001.190.191. <del>5000</del> 50340  <b>PAID MAR 01 2010</b>			
<b>Total</b>			\$23,899.93

Robis Elections, Inc.

P.O. Box 39  
Wheaton, IL 60187

# Invoice

Date	Invoice #
5/13/2010	10192

<b>Bill To</b>
Office of the Kane County Clerk 719 South Batavia Avenue P.O. Box 70 Geneva, IL 60134

P.O. No.	Terms	Project
	Net.30	

Quantity	Description	Rate	Amount
	2010 AskED Software Implementation Third quarterly installment of per-election software licensing: AskED Help Desk (15 seats), AskED Early Voting (15 units), AskED Pollbook (250 units), AskED Online Training (1,100 judges)	23,899.93	23,899.93
<i>001. 190. 191. 503 40</i>			
<b>PAID JUN 07 2010</b>			
<b>Total</b>			\$23,899.93

Robis Elections, Inc.

P.O. Box 39  
Wheaton, IL 60187



# Invoice

Date	Invoice #
9/2/2010	10208

Bill To
Office of the Kane County Clerk 719 South Batavia Avenue P.O. Box 70 Geneva, IL 60134

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	2010 AskED Software Implementation Quarterly installment of per-election software licensing: AskED Help Desk (15 seats), AskED Early Voting (15 units), AskED Pollbook (250 units), AskED Online Training (1,100 judges)	23,899.93	23,899.93
COI. 190. 191. 50340  <b>PAID SEP 13 2010</b>			
<b>Total</b>			\$23,899.93



Robis Elections, Inc.

P.O. Box 39  
Wheaton, IL 60187

# Invoice

Date	Invoice #
2/28/2011	10253

Bill To
Office of the Kane County Clerk 719 South Batavia Avenue P.O. Box 70 Geneva, IL 60134

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	2011 AskED Software Implementation First installment of per-election software licensing: AskED Help Desk (15 seats), AskED Early Voting (15 units), AskED Pollbook (250 units), AskED Online Training (1,100 judges)	24,662.69	24,662.69
<i>001.190.191.50340</i>			
<b>PAID MAR 14 2011</b>			
<b>Total</b>			\$24,662.69

Vendor Inquiry - 1035 - Robls Elections Inc

Accounts Payable Invoice Inquiry

Invoice 10157

Department	100 - County Clerk	Invoice Date	12/01/2009
Number	10157	Due Date	12/30/2009
Description	Election Software	GL Date	12/30/2009
Invoice Net Amount		Bank	Accounts Payable Clearing
Invoice Amount	\$23,899.93	Terms	
Discount Amount		Hold Payment Reason	
Freight Amount		Manual Check	
State Tax Amount		Check Sort Code	
County Tax Amount		Check Code	
City/Local Tax Amount		Remittance Information	
Retainage Amount		Vendor	1035 - Robls Elections Inc
Invoice Net Amount	\$23,899.93	Contact Name	Robls Elections Inc
Status Information		Routing Number	
Status	Paid	Account Number	
Payment Type	EFT	Account Type	
Payment Number	5582		
Payment Date	01/04/2010		

Items: Transactions: Approvals: Documents: Remote Documents: OK

Vendor Inquiry - 1035 - Robls Elections Inc

Accounts Payable Invoice Inquiry

Invoice 10167

Department	100 - County Clerk	Invoice Date	02/03/2010
Number	10167	Due Date	02/23/2010
Description	AskEd License & Support	GL Date	02/23/2010
Invoice Net Amount		Bank	Accounts Payable Clearing
Invoice Amount	\$23,899.93	Terms	
Discount Amount		Hold Payment Reason	
Freight Amount		Manual Check	
State Tax Amount		Check Sort Code	
County Tax Amount		Check Code	
City/Local Tax Amount		Remittance Information	
Retainage Amount		Vendor	1035 - Robls Elections Inc
Invoice Net Amount	\$23,899.93	Contact Name	Robls Elections Inc
Status Information		Routing Number	
Status	Paid	Account Number	
Payment Type	EFT	Account Type	
Payment Number	6033		
Payment Date	03/01/2010		

Items: Transactions: Approvals: Documents: Remote Documents: OK

Vendor Inquiry - 1035 - Robs Elections Inc

Accounts Payable Invoice Inquiry

Invoice 10192

Department	100 - County Clerk	Invoice Date	05/13/2010
Number	10192	Due Date	05/01/2010
Description	Third Installment AskED Software	GL Date	05/01/2010
Invoice Net Amount		Bank	Accounts Payable Clearing
Invoice Amount	\$23,899.93	Terms	
Discount Amount		Hold Payment Reason	
Freight Amount		Manual Check	
State Tax Amount		Check Sort Code	
County Tax Amount		Check Code	
City/Local Tax Amount		Remittance Information	
Retainage Amount		Vendor	1035 - Robs Elections Inc
Invoice Net Amount	\$23,899.93	Contact Name	Robs Elections Inc
Status Information		Routing Number	
Status	Paid	Account Number	
Payment Type	EFT	Account Type	
Payment Number	7015		
Payment Date	05/09/2010		

Items:

Transactions:

Approvals:

Documents:

Remote Documents:

Vendor Inquiry - 1035 - Robs Elections Inc

Accounts Payable Invoice Inquiry

Invoice 10200

Department	100 - County Clerk	Invoice Date	09/02/2010
Number	10200	Due Date	09/07/2010
Description	AskED	GL Date	09/07/2010
Invoice Net Amount		Bank	Accounts Payable Clearing
Invoice Amount	\$23,899.93	Terms	
Discount Amount		Hold Payment Reason	
Freight Amount		Manual Check	
State Tax Amount		Check Sort Code	
County Tax Amount		Check Code	
City/Local Tax Amount		Remittance Information	
Retainage Amount		Vendor	1035 - Robs Elections Inc
Invoice Net Amount	\$23,899.93	Contact Name	Robs Elections Inc
Status Information		Routing Number	
Status	Paid	Account Number	
Payment Type	EFT	Account Type	
Payment Number	7931		
Payment Date	09/13/2010		

Items:

Transactions:

Approvals:

Documents:

Remote Documents:

Vendor Inquiry - 1035 - Robis Elections Inc

Accounts Payable Invoice Inquiry

Invoice 10253

Department	100 - County Clerk	Invoice Date	02/28/2011
Number	10253	Due Date	03/08/2011
Description	AA&E First Installment Licensing	CA Date	02/08/2011
		Bank	Accounts Payable Clearing
Invoice Net Amount		Terms	
Invoice Amount	\$24,602.69	Hold Payment Reason	
Discount Amount		Manual Check	
Freight Amount		Check Sort Code	
State Tax Amount		Check Code	
County Tax Amount		Remittance Information	
City/Local Tax Amount		Vendor	1035 - Robis Elections Inc
Retainage Amount		Contact Name	Robis Elections Inc
Invoice Net Amount	\$24,602.69	Routing Number	
Status Information		Account Number	
Status	Paid	Account Type	
Payment Type	EFT		
Payment Number	9462		
Payment Date	03/14/2011		

Items

Transactions

Approvals

Documents

Remote Documents

STATE BOARD OF ELECTIONS  
STATE OF ILLINOIS

1020 South Spring Street, P.O. Box 4187  
Springfield, Illinois 62708  
217/782-4141 TTY: 217/782-1518  
Fax: 217/782-5959

James R. Thompson Center  
100 West Randolph, Suite 14-100  
Chicago, Illinois 60601  
312/814-6440 TTY: 312/814-6431  
Fax: 312/814-6485



**BOARD MEMBERS**  
Bryan A. Schneider, Chairman  
Wanda L. Rednour, Vice Chairman  
Patrick A. Brady  
John R. Keith  
William M. McGuffage  
Albert S. Porter  
Jesse R. Smart  
Robert J. Walters

EXECUTIVE DIRECTOR  
Rupert T. Borgsmiller

**ADDENDUM**

TO

**PHASE III GRANT AGREEMENT**

At this time I would like to request \$120,262.41 of my eligible amount. I am aware that HAVA funds were made available for federal elections and not for expenses related to local elections. We will forward this total amount to the vendor within thirty (30) days of receipt of such funds and submit to the SBE a copy of the vendor check(s) within ten (10) days of such payment of funds to vendor.

KANE COUNTY  
(Name of Election Jurisdiction)

John A Cunningham Kane County Clerk  
(Name and Title)

4-19-11  
Date

<p><b>Office use only:</b></p> <p>Amount requested: _____</p> <p>Date received by the State Board of Elections: _____</p>
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