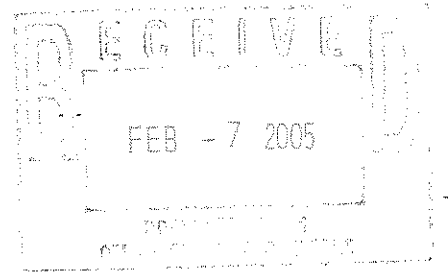




STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING



## Grant Application Instructions

February 2, 2005

To Cities and Townships Participating in the Upcoming Phase of Voting System Purchases:

As you are aware, the State of Michigan is in the process of implementing a statewide, uniform optical scan voting system to comply with Public Act 91 of 2002. The funds Michigan has received under the Help America Vote Act of 2002 (HAVA) will be used to pay for voting equipment and related Election Management System (EMS) software. Your County Clerk recently reported that your jurisdiction would be participating in the first purchase period of 2005. We expect to begin processing equipment orders later this month.

Before these orders can be placed, jurisdictions must enter into a Grant Agreement with the State of Michigan. This grant establishes the roles and responsibilities of the state, counties, and local jurisdictions and must be signed by every local governmental unit that wishes to purchase new equipment. In addition, each jurisdiction must identify a Grant Manager who will serve as its single point of contact with the Department of State. This person can be the person authorized to sign the grant, or another person who will be responsible for record-keeping and other responsibilities with respect to the purchase of your new voting system. The Department of State has also identified its own Grant Manager for you to work with.

The Grant Application lists the number of precinct count tabulators each jurisdiction will receive. Each jurisdiction will receive one precinct count tabulator for each precinct. This number is based on the precinct totals recently submitted to us by your County Clerk. If you believe that the figure for your jurisdiction is incorrect, please contact this office at once. The Grant Application also lists the number of additional tabulators (if any) each jurisdiction will receive for use with Absentee Voter Counting Boards (AVCBs). This number is also based on the number of precincts, number of registered voters, and other factors. We have also contacted several cities and townships directly to determine their AVCB needs. We do not believe additional AVCB tabulators are needed for jurisdictions with one or two precincts. If you believe that the number of AVCB tabulators we have listed is inadequate for your city or township because you have an unusually large number of absentee voters, please contact this office at once.

To ensure the process for placing equipment orders moves as smoothly as possible, your prompt cooperation and assistance are required. Attached is the Grant Application for your city or township. No changes may be made to the text of the Grant Application. No changes may be made to the number of approved new tabulators without prior approval from the State.

Please review this document, sign it, and return it to the Department of State's Bureau of Elections by **Friday, February 18, 2005 at:**

Michigan Department of State  
Bureau of Elections  
P.O. Box 20126  
Lansing, MI 48901-0726

**Please send your completed application to the attention of Sherry Barrett.**

**To save time, you may fax the completed Grant Application to the Bureau of Elections at 517-241-1591. You *must* follow up the fax by mailing the original signed document.**

**IMPORTANT NOTE:** Section 3 of the agreement requires the submission of *Proof of Authority* from your local city or township board. This step formally documents your authority for entering into this agreement with the State. Sample language that can be used for this purpose is attached for your use. **Grant Applications returned without this proof of authority will not be accepted. Note: if you have already submitted your proof of authority, there is no need to re-submit this document. If your Grant Application and Proof of Authority are not returned to the Bureau of Elections by February 18, 2005, purchase of your new voting system may be delayed; in addition, orders for your entire county may also be affected.**

Once grant applications are received for all jurisdictions in your county, we will process equipment orders. Orders will be sent directly to your selected vendor. You will be notified once your order is placed, at which time you will also receive details of upcoming steps involving delivery, training, testing, and payment authorization.

Questions regarding the completion and submission of the Grant Application or anything else regarding the upcoming purchase process should be directed to Sherry Barrett at 517-241-2538 between 8 a.m. and 3:30 p.m. weekdays or by e-mail at [BarrettS1@Michigan.gov](mailto:BarrettS1@Michigan.gov). Questions regarding the terms of this Grant Application must be submitted in writing to Tim Hanson, the Department of State's Grant Manager, at [HansonT@Michigan.gov](mailto:HansonT@Michigan.gov) or the address listed above. We appreciate your assistance as we move forward with this exciting project.

**Special Addendum for Larger Cities and Townships Concerning Election Management System Software**

Election Management System (EMS) software is a multi-featured product that defines and designs ballots, programs tabulators for each election and accumulates votes. The State will purchase this software for each county clerk and for the larger cities and townships. Jurisdictions with 20 or more precincts will receive full copies of EMS software. Jurisdictions with 10-19 precincts will receive the vote accumulation portion of EMS software.

It is important to note that no jurisdiction will be *required* to use the EMS software for the purposes described above. All voting system vendors will provide these services for a fee. Some vendors will provide programming at no charge for the first few elections for which you use their equipment. However, the State is providing you with this tool in case you wish to perform these tasks yourself. Check with your selected vendor or the Department of State website ([www.michigan.gov/hava](http://www.michigan.gov/hava), under "County Equipment Purchase / Comparative Data on Certified Vendors") for detailed information on these costs.

Contacts for each vendor are listed below:

**Michigan Voting System Vendor Contacts:**

<b>Diebold Election Systems</b>	<b>Election Systems &amp; Software, Inc. (E S &amp; S)</b>	<b>Sequoia Voting Systems, Inc.</b>
William R. Barrett (630) 437-5510 billb@fdlar.com	Will Wesley (954) 770-9638 wgwesley@essvote.com	Jeff DeLongchamp Miller Consultations and Elections, Inc. (888) 742-8037 or (616) 443-4504 jeffdelongchamp@aol.com
Larry Calvert (630) 852-7147 calverl@dieboldes.com		
Diebold Election Systems Inc. 1611 Wilmeth Rd. McKinney, TX 75069-8250	Election Systems & Software, Inc. 11208 John Galt Blvd. Omaha, NE 68137	