



**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE – Finance/Policy/Justice Addendum**
County of Champaign, Urbana, Illinois
Tuesday, October 11, 2011 – 6:00 p.m.

*Lyle Shields Meeting Room, Brookens Administrative Center
1776 East Washington Street, Urbana, Illinois*

Page Number

VIII. Finance:

B. Budget Amendments & Transfers

- | | |
|---|-----|
| 5. Budget Amendment #11-00054 | 1 |
| Fund/Dept: 091 Animal Control-047 Animal Control Admn | |
| Increased Appropriations: \$500 | |
| Increased Revenue: \$500 | |
| Reason: Transfer to Appropriate Money for Spay Neuter Program | |
|
 | |
| 6. Budget Amendment #11-00055 | 2 |
| Fund/Dept: 080 General Corporate-023 Recorder | |
| Increased Appropriations: \$1,000 | |
| Increased Revenue: \$1,000 | |
| Reason: To Cover Overtime Costs | |
|
 | |
| 7. Budget Amendment #11-00056 | 3-4 |
| Fund/Dept: 080 General Corporate-022 County Clerk | |
| Increased Appropriations: \$9,075 | |
| Increased Revenue: \$9,462 | |
| Reason: Early Voting Assistance State Reimbursement for April 5, 2011 | |

F. Other Business

- | | |
|--|------|
| 1. Request Approval of Illinois State Board of Elections Grant
Acceptance Agreement | 5-16 |
|--|------|

FUND 091 ANIMAL CONTROL

DEPARTMENT 047 ANIMAL CONTROL ADMIN

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
091-047-522.11 MEDICAL SUPPLIES	10,000	10,000	10,500	500
TOTALS	10,000	10,000	10,500	500

INCREASED REVENUE BUDGET:

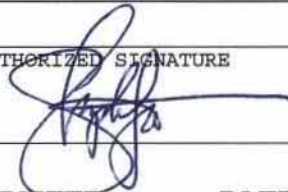
ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
091-047-363.10 GIFTS AND DONATIONS	0	0	500	500
TOTALS	0	0	500	500

EXPLANATION: TRANSFER TO APPROPRIATE MONEY FOR SPAY NEUTER PROGRAM.

DATE SUBMITTED:

10-5-11

AUTHORIZED SIGNATURE



** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

REQUEST FOR BUDGET AMENDMENT

BA NO. 11-00055

FUND 080 GENERAL CORPORATE

DEPARTMENT 023 RECORDER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-023-511.09 OVERTIME	0	0	1,000	1,000
TOTALS	0	0	1,000	1,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-023-371.14 FROM RECORDER AUT FND 614	88,428	88,428	89,428	1,000
TOTALS	88,428	88,428	89,428	1,000

EXPLANATION: TO COVER OVERTIME COSTS

DATE SUBMITTED:

10/7/11

AUTHORIZED SIGNATURE

Barbara Chase

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:

FUND 080 GENERAL CORPORATE

DEPARTMENT 022 COUNTY CLERK

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-022-571.69 TO CO CLK AUTOMATN FND670	0	0	9,075	9,075
TOTALS	0	0	9,075	9,075

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-022-335.60 STATE REIMBURSEMENT	20,000	20,000	29,462	9,462
TOTALS	20,000	20,000	29,462	9,462

EXPLANATION: EARLY VOTING ASSISTANCE STATE REIMBURSTMENT FOR APRIL 5, 2011 ELECTION

DATE SUBMITTED:

10-7-11

AUTHORIZED SIGNATURE

Andy Hull

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



Gordy Hulten
Champaign County Clerk
Champaign County, Illinois

1776 East Washington Street
Urbana, IL 61802
Email: mail@champaigncountyclerk.com
Website: www.champaigncountyclerk.com

Vital Records: (217)384-3720
Elections: (217)384-3724
Fax: (217)384-1241
TTY: (217)384-8601

MEMORANDUM

TO: Champaign County Board Chairman Pius Weibel
Champaign County Administrator Deb Busey

FROM: Champaign County Clerk Gordy Hulten

DATE: October 6, 2011

SUBJECT: Budget Amendment & Transfer

We have received \$9,462.14 from the State of Illinois as reimbursement for costs related to early voting for the April 5, 2011 Consolidated General Election. The Budget Amendment we are requesting reflects the increased revenue for this reimbursement, as well as a corresponding appropriation.

For the 2011 Consolidated General Election, we used our Automation Fund to pay for programming services on our voter database related to early voting, at a cost of \$25.00 per hour. In the past, we have used grants (Illinois Voter Registration System Grant; Help America Vote Act Phase III Grant) to reimburse our Automation Fund for programming costs.

We would like to reimburse our Automation Fund using a portion of this State reimbursement, for 363 hours of work done in FY2011, for a total of \$9,075.00. These 363 hours are specifically related to Early Voting for the Consolidated General Election, and we have not been reimbursed for this cost by any Grant fund. The remaining portion of this State reimbursement (\$387.14) will stay in the General Corporate Fund. Therefore, we are submitting a Budget Transfer request for \$9,075.00 from 080-022 General Corporate to 670-022 Automation.

Please let me know if you have any questions. Thank you for your consideration.



Illinois State Board of Elections Acceptance Agreement



Voting Access for Individuals with Disabilities – VAID IV

You are receiving this Voting Access for Individuals with Disabilities Grant pursuant to Title II, Section 261 of the Help America Vote Act of 2002, ("HAVA") (CFDA # 93.617). Generally stated, the purpose of this grant is to ensure that all polling places are made accessible to voters with disabilities. Your election jurisdiction, Champaign County ("Election Authority"), will receive the amount of \$15,029.00 (*fifteen thousand, twenty-nine dollars and 00/100*), 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:

1. Make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with disabilities, including the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters; and
2. Provide individuals with disabilities and the other individuals described in paragraph (1) with information about the accessibility of polling places, including outreach programs to inform the individuals about the availability of accessible polling places and training election authorities, election judges, poll workers, and other election volunteers on how best to promote the access and participation of individuals with disabilities in elections for Federal Office.

The State Board of Elections and you, the Election Authority, have responsibilities under HAVA both as to spending the grant for its intended purposes and tracking grant expenditures in accordance with applicable State and Federal laws and regulations. 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 to dispose of them. Furthermore, you agree to provide all documentation (i.e., receipts, invoices, copies of checks) applicable to activity under this grant program to the State Board of Elections or other auditing entity 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. These 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, or to whom the assignment of any permanent property is made by 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.

As a condition of receipt of this grant, the Election Authority agrees to comply with the provisions of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of the Illinois Human Rights Act (775 ILCS 5/2-105).

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 May 1, 2011 and December 1, 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/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**

Election Authority Authorized Agent

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Date _____

Date _____

Illinois State Board of Elections

Signature _____

Printed Name Rupert T. Borgsmiller, Executive Director

Date _____

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
William M. McGuffage, Chairman
Jesse R. Smart, Vice Chairman
Harold D. Byers
Betty J. Coffrin
Ernest L. Gowen
Judith C. Rice
Bryan A. Schneider
Charles W. Scholz

EXECUTIVE DIRECTOR
Rupert T. Borgsmiller

ADDENDUM

TO

VAID IV GRANT AGREEMENT

I respectfully request that the funds available to _____
(name of county or election commission) be supplied in more than one payment. At this
time I would like to request \$ _____ 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.

(Name and Title)

Date

Office use only:

Amount requested: _____

Date received by the State Board of Elections: _____



ILLINOIS STATE BOARD OF ELECTIONS
VAID IV GRANT
Expenditure List

OVERVIEW

The following forms must be completed to describe in detail the various improvements, training and anticipated expenditures for polling place accessibility in your jurisdiction. Please be sure to place your expenditures on the appropriate pages with the corresponding check numbers. The categories are as follows:

- A.1) Permanent Accessibility Improvements**
- A.2) Temporary Accessibility Improvements**
- B) Voting Process Accessibility Improvements**
- C) Sensitivity Training**
- D) Information to Individuals**

Please thoroughly complete the applicable pages of the expenditure list along with the signed certification statement. If a shipping amount is included with your expenditure, please place it in the 'shipping' section of the appropriate page. Copies of vendor invoices for all expenses listed must be submitted with your completed expenditure sheets and certification statement. Copies of checks paid to the vendor will be due within ten days of spending the funds.

If you should need assistance in completing these forms, please contact Amy Calvin at 217-782-1531 or acalvin@elections.il.gov or Becky Glazier at 217-782-1536 or bglazier@elections.il.gov.



ILLINOIS STATE BOARD OF ELECTIONS
VAID IV GRANT
Expenditure List

Election Jurisdiction Name: _____

Person Completing Form: _____

Phone: _____ **E-mail:** _____

Fax: _____ **Date:** _____

A.2) TEMPORARY ACCESSIBILITY IMPROVEMENTS

PRODUCT	POLLING LOCATION(S)	VENDOR	QUANTITY	COST PER UNIT	TOTAL COST	CHECK #
Parking Signage						
Directional Signage						
Interior Signage						
Portable Ramps (please list sizes)						
Threshold Ramps (please list sizes)						
Handrails						
Door Hardware						
Curbside Assistance Alert						
Path of Travel (planks for gravel lots, etc.)						
Offset Hinges (to widen doors)						
Doorstops (to prop interior doors open)						
Mats for parking lots						
Door monitor						
Other (please list)						
Shipping						
				PAGE TOTAL		



ILLINOIS STATE BOARD OF ELECTIONS
VAID IV GRANT
Expenditure List

Election Jurisdiction Name: _____

Person Completing Form: _____

Phone: _____ E-mail: _____

Fax: _____ Date: _____

B) VOTING PROCESS ACCESSIBILITY IMPROVEMENTS

PRODUCT	VENDOR	QUANTITY	COST PER UNIT	TOTAL COST	CHECK #
Accessible Voting Equipment					
Magnifying Glasses					
Curtains/Privacy Screens					
Signature Guides					
Accessible Tables					
Hearing Aids					
Portable Lights					
Low Vision Pens					
Grip Adaptors for Pens, Stylus, etc.					
Portable Clipboards					
Pen & Pad of Paper					
Accessible Voting Chairs					
Accessible Voting Booths					
Sip & Puff					
Shipping					
			PAGE TOTAL		



ILLINOIS STATE BOARD OF ELECTIONS
VAID IV GRANT
Expenditure List

Election Jurisdiction Name: _____

Person Completing Form: _____

Phone: _____ E-mail: _____

Fax: _____ Date: _____

D) INFORMATION TO INDIVIDUALS

TYPE	VENDOR	QUANTITY	COST PER UNIT	TOTAL COST	CHECK #
Publication of accessible voting equipment					
Fliers, Brochures, Handouts, etc.					
Website Accessible (include vendor and type of software)					
Publication of accessible polling places					
Other (please list)					
<i>Shipping</i>					
	PAGE TOTAL				



ILLINOIS STATE BOARD OF ELECTIONS
VAID IV GRANT
Expenditure List

CERTIFICATION STATEMENT

I, _____, _____, of _____,
(Print Name of Election Authority) (Title) (Jurisdiction)
certify that the VAID IV grant funds this election authority receives will only be used as authorized by the terms of the Illinois State Board of Elections and/or other grantor. Such terms may be found in, but are not limited to, the VAID IV Grant Acceptance Agreement this election authority enters into with the State Board of Elections. I agree to provide, upon the request of the Illinois State Board of Elections and/or other grantor, any and all receipts and records of expenditures for the VAID IV grant funds.

Signature of Election Authority

Date



ILLINOIS STATE BOARD OF ELECTIONS
VAID IV
Information Sheet

1. Name of Jurisdiction*: _____
Payable to: _____
2. Primary Contact: _____
3. Title: _____
4. Mailing Address: _____

Mailing Address
For Payment:
(if different from
above) _____

5. Telephone Number: _____
6. Fax Number: _____
7. E-Mail: _____

*Specify payment payable to (if different from Jurisdiction)