



# ILLINOIS STATE BOARD OF ELECTIONS

## VAID VI

### Information Sheet

1. Name of Jurisdiction\*: Vermilion County Clerk  
Payable to: \_\_\_\_\_
2. Primary Contact: Cathy Jenkins
3. Title: Vermilion County Clerk
4. Mailing Address: 6 N. Vermilion St.  
Danville, IL 61832  
\_\_\_\_\_  
\_\_\_\_\_  
Mailing Address  
For Payment:  
(if different from  
above) \_\_\_\_\_  
\_\_\_\_\_
5. Telephone Number: 217/554-1901
6. Fax Number: 217/554-1914
7. E-Mail: cjenkins@vercounty.org

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



Illinois State Board of Elections  
Acceptance Agreement



**Voting Access for Individuals with Disabilities – VAID VI**

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, Vermilion County (“Election Authority”), will receive the amount of \$5,274.00 (*five thousand, two hundred seventy-four dollars and 00/100*), which will be distributed in a lump sum payment unless you submit an addendum to request in smaller portions.

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 July 1, 2014 and August 31, 2016. 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 Michael T. Marron

Printed Name Michael Marron

Date 8/27/2015

**Election Authority Authorized Agent**

Signature Cathy Jenkins

Printed Name Cathy Jenkins

Date 8/27/2015

**Illinois State Board of Elections**

Signature \_\_\_\_\_

Printed Name Steven S. Sandvoss, Executive Director

Date \_\_\_\_\_



ILLINOIS STATE BOARD OF ELECTIONS

VAID VI GRANT

Expenditure List

Election Jurisdiction Name: Vermilion County

Person Completing Form: Lindsay Light

Phone: 217/554-1911 E-mail: ccelections@vercounty.org

Fax: 217/554-1914 Date: 8/27/2015

**B) VOTING PROCESS ACCESSIBILITY IMPROVEMENTS**

PRODUCT	VENDOR	QUANTITY	COST PER UNIT	TOTAL COST	CHECK #
Accessible Voting Equipment	GBS	35	\$1250.00	\$43750.00	
Accessible Voting Equipment Hardware Maintenance					
Accessible Voting Booths					
Curtains/Privacy Screens					
Signature Guides					
Accessible Tables					
Accessible Voting Chairs					
Portable Lights					
Low Vision Pens					
Grip Adaptors for Pens, Stylus, etc.					
Portable Clipboards					
Pen & Pad of Paper					
Hearing Aids					
Magnifying Glasses					
Sip & Puff					
<i>Shipping</i>					
			<b>PAGE TOTAL</b>		\$43750.00



**ILLINOIS STATE BOARD OF ELECTIONS**  
**VAID VI GRANT**  
**Expenditure List**

**CERTIFICATION STATEMENT**

I, Cathy Jenkins, Vermilion County Clerk, of Vermilion County,  
(Print Name of Election Authority) (Title) (Jurisdiction)

certify that the VAID VI 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 VI 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 VI grant funds.

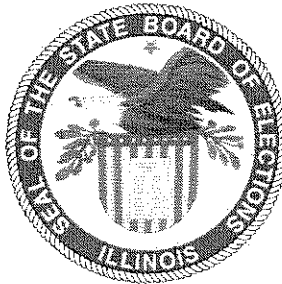
*Cathy Jenkins*  
Signature of Election Authority

8/27/2015  
Date

STATE BOARD OF ELECTIONS  
STATE OF ILLINOIS

2329 S. MacArthur Blvd.  
Springfield, Illinois 62704-4503  
217/782-4141  
Fax: 217/782-5959

James R. Thompson Center  
100 W. Randolph St., Ste. 14-100  
Chicago, Illinois 60601-3232  
312/814-6440  
Fax: 312/814-6485



EXECUTIVE DIRECTOR  
Steven S. Sandvoss

BOARD MEMBERS  
Charles W. Scholz, Chairman  
Ernest L. Gowen, Vice Chairman  
William J. Cadigan  
Andrew K. Carruthers  
Betty J. Coffrin  
John R. Keith  
William M. McGuffage  
Casandra B. Watson

ADDENDUM

TO

VAID VI GRANT AGREEMENT

I respectfully request that the funds available to Vermillion County  
(name of county or election commission) be supplied in more than one payment. At this time  
I would like to request \$ 5,274.00 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.

Cathy Jenkins, Vermillion County Clerk

\_\_\_\_\_  
(Name and Title)

8/27/2015

\_\_\_\_\_  
Date

**Office use only:**

Amount requested: \_\_\_\_\_

Date received by the State Board of Elections: \_\_\_\_\_

GBS Inc  
 4995 Varsity Dr., Unit C  
 Lisle, IL 60532

# Invoice

Date	Invoice #
8/27/2015	15-22927

<b>Bill To</b>
Vermilion County Cathy Jenkins, County Clerk 6 N. Vermilion Danville, IL 61832-5879

<b>Ship To</b>
Vermilion County Cathy Jenkins, County Clerk Courthouse Annex 6 N. Vermilion Danville, IL 61832-5879

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Order Number
	Net 30 days	DC	8/27/2015			

Quantity	Item Code	Description	Price Each	Amount
35	341-2212-999I	Used AccuVote-TSX for AVPM - with ballot station software, including - memory cards, AVPMs & 31 VIBS kits	1,250.00	43,750.00
10	642-1123ACGI	TSX Smart Administrator Card	8.80	88.00
50	642-1123SCGI	TSX Smart Supervisor Card	4.40	220.00
175	642-1123VCGI	TSX Smart Voter Card	4.40	770.00
35	341-1122UI	Pre-owned Voter Card Encoder	125.00	4,375.00
2	172-3211I	Ethernet Card with dongle key, 10BT, PCMCIA	165.00	330.00
	Discount	Credit for 56 AutoMarks including storage carts @ \$50.00 each	-2,800.00	-2,800.00
		Shipping & Handling/Delivery will be on a separate invoice.		

Please remit to above address. Customer Copy	<b>Total</b>	\$46,733.00
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