

Livingston County Grant Opportunity Form

Department Applying: Clerk Today's Date: 09/11/2023
Department Contact Info: _____

Employee preparing application: Joe Bridgman Employee who will manage program (if different): _____
Phone Number: 517-540-8753 Phone Number: _____

Name of Grant Applying for: Early Voting Grant Application

Awarding Agency Name: State of Michigan

Please check appropriate line:

Federal _____

Federal Assistance Listing Number: _____

State: _____

Other: _____

New Grant: Recurring Grant: _____
Check One First Year Received

Short Description of the scope of the grant

The Fiscal Year 2024 budget includes a grant to provide funding for the implementation and execution of early voting as required under Section 4(1)(m) of Article II of the Constitution of Michigan of 1963 and in accordance with Public Acts 81-88 of 2023. The funding will be divided between counties largely based on population and expected early voting turnout. This will be a pass through for our local cities and townships.

Start Date of Grant: 10/01/2023 End Date of Grant: 09/30/2024

Full Amount applying for:

Annual (Year 1

Total) \$ 590,654.40

Multi-Year Total \$ _____ (All years combined)

Match Requirements (if applicable)

_____ Cash Match Requirement \$ _____

_____ In-Kind Match Requirement \$ _____

This grant is intended to fund the following (check all that apply)

Personnel \$ 283,500.00

Equipment \$ 265,754.40

Supplies \$ 2,350.00

Contractual Services \$ 36,000.00

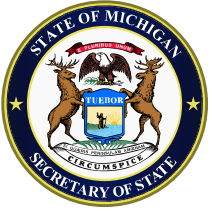
_____ Capital Building/Equipment \$ _____

Other (please note below) \$ 3,050.00

INTERNET

Signature of Applicant Department Head: Elizabeth Humdley Date: 9/11/2023

Fiscal Services Signature: _____ Date: _____



Early Voting Grant Application

The Fiscal Year 2024 budget includes a grant to provide funding for the implementation and execution of early voting as required under Section 4(1)(m) of Article II of the Constitution of Michigan of 1963 and in accordance with Public Acts 81-88 of 2023. The funding will be divided between counties largely based on population and expected early voting turnout. The number of early voting sites may be capped at one site per two jurisdictions, absent good reason to deviate from that number (indicate reason on pg. 5 of this application). For example, a county with 51 jurisdictions may be capped for funding purposes at 26 early voting sites. Based on the materials requested in this application, the Michigan Department of State (MDOS) and Bureau of Elections (BOE) will determine the payment method, which will happen in one of four ways:

- The approved materials will be ordered by the county clerk or local clerk and billed to BOE (will likely be used for tabulators and VATs).
- A grant amount will be approved for the county, specifying the approved materials; the county clerk or local clerk will purchase the approved materials; the county clerk will submit the reimbursement request to BOE and BOE will transmit the grant amount to the county clerk (will likely be used for staffing support reimbursement).
- The approved materials will be ordered through BOE (similarly to drop box procurement; will likely be used for early voting poll book laptops).
- A grant amount will be approved and transmitted to the county, specifying the approved materials, and the county will either pay for the approved materials using that grant amount or transmit it to the requesting municipality within the county to pay for the approved materials.

The county clerk will be responsible for coordinating the implementation of early voting by municipalities within their jurisdiction in the most efficient manner possible. In order to be eligible for funding, submit this application and your countywide early voting plan by **September 8, 2023**.

NOTE: This grant is a one-time appropriation for the implementation of early voting, and it is unknown what amount, if any, may be available in future years.

The county clerk must complete this worksheet on behalf of all jurisdictions in the county, filling out the tables below to indicate which materials are available and the materials for which the clerk is requesting funding. Note that an early voting site is a polling place and shall be subject to the same requirements as an Election Day polling place under the Michigan Election Law. Likewise, an early voting site is subject to the same statutory requirements as an Election Day precinct.

Name of county: Livingston County
Name of county clerk: Elizabeth Hundley
Total funding requested to purchase materials needed for early voting: 590,654.40
Total number of early voting sites anticipated in the county: 17
Number of early voting sites to be funded through this grant: 17
Number of registered voters who will be served by the early voting site(s): 164,698

The following materials will be prioritized for the grant:

Electronic poll book laptops (EPBs): These will be ordered by and billed to BOE.

Number of Dell Latitude 5540 laptops (or equivalent model) requested: 27

Staffing support for August 2024 and November 2024: BOE anticipates that staffing support individuals will be reimbursed at \$15 per hour. To calculate the total cost, multiply the number of requested staffing support individuals by the number of hours, by \$15. Reimbursement for 2024 presidential primary early voting staffing will be rolled into the reimbursement for the presidential primary.

Number of staffing support individuals requested: 105
Total cost: 283,500.00

Tabulators: These will be ordered by the local or county clerk and billed to BOE. Note that the same tabulator may **not** be used at both an early voting site and an Election Day site.

Number owned and expected to be used for early voting: 25
Number requested: 25
Voting system vendor: Hart
Cost per item requested: 5,500.00
Total cost: 137,500.00

Voter assist terminals (VATs): These will be ordered by the local or county clerk and billed to BOE. Note that the same VAT **may** be used at an early voting site and an Election Day site.

Number owned and expected to be used for early voting:
Number requested: 6
Voting system vendor: Hart
Cost per item requested: 4,500.00
Total cost: 27,000.00

The following materials may be funded under the grant if additional funding remains after the initial allocation.

Ballot containers and approved transport cases: Bureau-approved and used for secure storage of ballots during early voting and until the release of security:

Number owned and expected to be used for early voting:
Number requested: 67
Requested manufacturer or vendor: <i>Varies</i>
Requested model or style: <i>Varies</i>
Cost per item requested: 180.00
Total cost: 12,060.00

Ballot on-demand (BOD) systems:

Number requested: 10
Voting system vendor: Hart
Requested model or style:
Cost per item requested: 6,374.00
Total cost: 63,740.00

Bar code scanners:

Number owned and expected to be used for early voting:
Number requested: 19
Requested manufacturer or vendor: <i>Varies</i>
Requested model or style: <i>Varies</i>
Cost per item requested: 100.00
Total cost: 1,900.00

Internet connectivity support:

Item requested to aid in internet connectivity:
Number requested: 4
Requested manufacturer or vendor: <i>Varies</i>
Requested model or style: <i>Varies</i>
Cost per item requested: <i>Varies</i>
Total cost: 3,050.00

Printers:

Number owned and expected to be used for early voting:
Number requested: 7
Requested manufacturer or vendor: Hart
Requested model or style: B432dn
Cost per item requested: 380.00
Total cost: 2,660.00

Secrecy sleeves:

Number owned and expected to be used for early voting:
Number requested: 195
Requested manufacturer or vendor: Varies
Requested model or style: Varies
Cost per item requested: 12.05
Total cost: 2,350.00

Vendor support: Note: Counties are encouraged to work together to secure vendor support so that two counties using the same vendor can be supported by a single representative.

Portion/cost of vendor support paid for by requesting county:
Requested manufacturer or vendor: Hart
Description of support: 9 days
Cost per day: 2,000.00
Total cost: 36,000.00

Voting booths:

Number owned and expected to be used for early voting:
Number requested: 94
Requested manufacturer or vendor: Varies
Requested model or style: Varies
Cost per item requested: 131.92
Total cost: 12,400.00

Other (item not described in this document)

Description of item: vDrives, Security Cages, Tables
Number requested: Varies
Requested manufacturer or vendor: Varies
Requested model or style: Varies
Cost per item requested: Varies
Total cost: 8,494.40

The county clerk must read the terms of the grant and sign the certification on the following pages to complete the application. The county clerk must submit the countywide early voting plan with this application to be eligible for funding.

If your county has good reason to deviate from the number of early voting sites calculated by BOE (a uniquely large population or geographic barriers), indicate the reason below:

Terms of the early voting grant

Under Section 4(1)(m) of Article II of the Constitution of Michigan of 1963, registered electors have the right to vote in each statewide and federal election in person at an early voting site prior to Election Day. The Fiscal Year 2024 budget includes a grant to provide funding for the implementation and execution of this constitutional mandate in accordance with Public Acts 81-88 of 2023. Receipt of such funding is conditioned upon agreement by the county clerks to abide by the following instructions as prescribed by the Secretary of State and the Michigan Bureau of Elections:

Polling places, equipment, and supplies for early voting

- A publicly owned or controlled building, including but not limited to, a municipal building or school building, must be used as a polling place unless it is not possible or convenient to use a publicly owned or controlled building as a polling place.
- The legislative body of a city or township, or a board of county election commissioners, must not designate as a polling place or early voting site a building that is owned or leased by an elected official, an individual who is a candidate, or a person that is regulated under the Michigan Campaign Finance Act, 1976 PA 388, MCL 169.201 to 169.282. In addition, a building must not be designated as a polling place or early voting site if a portion of that building is leased by an elected official, an individual who is a candidate, or a person that is regulated under the Michigan Campaign Finance Act, and the portion of that building leased by an elected official, an individual who is a candidate, or a person that is regulated under the Michigan Campaign Finance Act, is located within 100 feet from the entrance of the polling place or early voting site located inside that building.
- Except as otherwise provided in the state constitution, the legislative body in each city or township may establish a central polling place or central polling places for 6 precincts or less if it is possible and convenient for the electors to vote at a central polling place or at central polling places. The legislative body in each city or township may abolish other polling places not required as a result of the establishment of a central polling place or central polling places.
- A township board may provide polling places or early voting sites located within the limits of a city that has been incorporated from territory formerly a part of the township, and the electors of the township may cast their ballots at those polling places or early voting sites. If two contiguous townships utilize a combined township hall or other publicly owned or controlled building within one of the township's boundaries and outside of the other township's boundaries, and there is not another publicly owned or controlled building available or suitable for a polling place or early voting site within the other township, then each township board may provide a polling place or early voting site in that publicly owned building for one or more election precinct.
- A city or township, or a county, must not use as a polling place, early voting site, or central polling place a building that does not meet the requirements of this application. For early voting, if a city or township cannot secure a building to be used as a polling place or early voting site that meets the requirements of this application, that city or township must enter into a municipal agreement or a county agreement.
- The legislative body of a city or township, or a board of county election commissioners, must not establish, move, or abolish a polling place, early voting site, or central polling place less than 60 days before an election unless necessary because a polling place, early voting site, or central polling place has been damaged, destroyed, or rendered inaccessible or unusable as a polling place, early voting site, or central polling place.
- The legislative body of a city or township, or a board of county election commissioners, must ensure that a polling place, early voting site, or central polling place established through the procedures outlined in this application is accessible and complies with the Voting Accessibility for the Elderly and Handicapped Act and the Help America Vote Act of 2002.
- After a polling place or early voting site is approved through the procedures outlined in this application, the appropriate clerk must provide a notice specifying the location of the polling place or early voting site to each registered elector entitled to vote at that polling place or early voting site. This notice requirement applies to permanent and temporary changes to polling places and early

voting sites, except that notice is not required if an early voting site is established in addition to one or more early voting sites that remain in effect for which notice was previously provided to each elector. This notice requirement must be provided as follows:

- o No later than 45 days before an election for a polling place or early voting site established or changed by the 60th day before an election
- o For temporary changes made to a polling place or early voting site, no later than 21 days before an election for a polling place and no later than 21 days before the first day of early voting for an early voting site. In addition to the notice required to each registered elector, the appropriate clerk must post a sign indicating the new polling place location or early voting site at the location of the former polling place location or early voting site.
- After a polling place is approved through the procedures outlined in this application, the city or township clerk of the city or township approving the polling place must provide the notice required by this application by either of the following methods:
 - o Updating and sending the voter identification card issued under MCL 168.499
 - o Sending a separate notice by mail or other method designed to provide actual notice to the registered elector
- After an early voting site is approved through the procedures outlined in this application, the appropriate clerk must provide the notice required under this application by sending a separate notice by mail or other method designed to provide actual notice to the registered elector, and must not provide the notice by updating the voter identification card issued under MCL 168.499. In addition to identifying the location of the early voting site, the separate notice sent must provide the hours of operation of the early voting site for each day early voting is offered. The separate notice must be provided as follows:
 - o For early voting conducted as a single municipality, by the clerk of the municipality approving the early voting site
 - o For early voting conducted under a municipal agreement, by the clerk of each municipality that is a party to the municipal agreement, or as otherwise provided by the municipal agreement
 - o For early voting conducted under a county agreement, by the clerk of the county where the early voting site is located or by the clerk of each municipality that is a party to the county agreement
- For temporary changes made to a polling place within 20 days before an election or to an early voting site within 20 days before the start of early voting, the appropriate clerk must provide notice in all of the following ways:
 - o By posting a sign indicating the new polling place location or early voting site at the location of the former polling place location or early voting site
 - o By posting the new polling place location or early voting site on the website of the municipality or county, as applicable
 - o By posting the new polling place location or early voting site on the Department of State's website
- Each city or township must use the electronic poll book software developed, acquired, or approved by the Bureau of Elections in each election precinct in the city or township on Election Day to process voters and generate election precinct reports.
- Notwithstanding any other provision of law to the contrary and subject to the provisions of this application, the city and township board of election commissioners, at least 21 days before each election, but in no case less than five days before the date set for holding schools of instruction, must appoint for each election precinct at least three election inspectors and as many more as in its opinion is required for the efficient, speedy, and proper conduct of the election.

Conduct of early voting and manner of voting

- The clerk of a municipality that does not enter into a municipal agreement or county agreement for conducting early voting is responsible for administering early voting in that municipality.

- No later than 120 days before the first statewide or federal election in each even numbered year, all of the following apply:
 - o Each municipality that is conducting early voting as a single municipality must file an early voting plan with the county clerk of the county in which the municipality is located.
 - o The coordinator for the municipalities that have signed a municipal agreement must file an early voting plan for the municipalities participating in the municipal agreement with the clerk of the county in which the municipalities are located.
 - o Each county that is a party to a county agreement must prepare an early voting plan.
- No later than 110 days before the first statewide or federal election in an even numbered year, each county clerk must submit to the Secretary of State a countywide early voting plan that includes, at a minimum, all of the following:
 - o Whether the county clerk is participating in a county agreement as described in this application, and if so, which municipalities in the county are parties to the county agreement
 - o Which municipalities in the county, if any, will be conducting early voting as a single municipality, and which municipalities in the county, if any, will be conducting early voting under a municipal agreement
 - o If any municipalities in the county are conducting early under a municipal agreement as described in this application, the municipalities that are parties to each municipal agreement
 - o The process that the county, each municipal coordinator in the county, and each municipality that is not a party to a municipal agreement or a county agreement, will use to ensure that the Secretary of State has the information necessary to include the location, along with the dates and hours of operation, of each early site on the Department of State's website
 - o A copy of each early voting plan submitted by the municipalities in the county and by the municipal coordinators in the county, and a copy of the county early voting plan prepared by the county clerk
 - o Any other information that the Secretary of State or county clerk considers necessary
- The location and number of early voting sites must be selected by taking into consideration expected turnout, population density, public transportation, accessibility, travel time, traffic patterns, and any other factors that election officials consider necessary to enhance the accessibility of early voting sites.
- The location of each early voting site must be finalized no later than 60 days before Election Day.
- On each day of early voting, each registered and qualified elector present and in line at the early voting site at the hour prescribed for the closing of the early voting site must be allowed to vote.
- At each early voting site, ballots must be cast using electronic tabulating equipment authorized to be used on Election Day or specifically authorized for early voting in the county where the early voting site is located.
- The clerk of the county where an early voting site is located must prepare and provide to each municipal clerk or early voting site coordinator, as appropriate, both of the following:
 - o Programming for the electronic voting equipment to be used at the early voting site no later than 45 days before Election Day.
 - o Ballots to be used to test the electronic voting equipment no later than 45 days before Election Day. The appropriate board of election commissioners must complete the preliminary and public logic and accuracy testing no later than five days before the start of early voting in accordance with the requirements under MCL 168.798.
- Tabulators and early voting poll books used at each early voting site must be configured in one of the ways set forth in this application. However, the Secretary of State may approve an alternate configuration of tabulators and early voting poll books as long as the alternate configuration produces an accurate poll list of the voters who cast ballots on each specific tabulator that enables

the balancing of the number of voters casting a ballot at the early voting site with the number of ballots cast on the tabulator. A municipal clerk, or the coordinator of a municipal agreement, must select a configuration set or sets as specified in this application, as applicable, and inform the county clerk of the selection no later than 90 days before an election. Under a county agreement, the county clerk, after consulting with the participating municipal clerks, must select the configuration set or sets as specified in this application no later than 90 days before an election. This application describes the configuration sets that are options for early voting sites, with each configuration set having at least one tabulator and an early voting poll book containing a list of registered electors corresponding to the precincts programmed on the tabulator. A county clerk must program the tabulators to adhere to the configuration set or sets selected for each early voting site. Each early voting site must have the number of tabulators and early voting poll books as required by the selected configuration set or sets.

- If a municipal clerk is conducting early voting as a single municipality, the municipal clerk must provide for each early voting site either of the following configuration sets:
 - A single configuration set programmed to tabulate ballots for all of the precincts in the municipality
 - Multiple configuration sets, with each configuration set programmed to tabulate ballots for a unique set of precincts in the municipality. Each precinct in the municipality must appear on only one configuration set at an early voting site.
- If municipalities are parties to a municipal agreement, the municipal agreement must provide for each early voting site to have either of the following configuration sets:
 - A single configuration set programmed to tabulate ballots for all of the precincts of each municipality covered by the municipal agreement
 - Multiple configuration sets, with each tabulator programmed to tabulate ballots for one or more municipalities covered by the municipal agreement. Each precinct in each of the municipalities must appear on only one configuration set in an early voting site.
- If one or more municipalities are parties to a county agreement, the county agreement must provide for each early voting site to have either of the following configuration sets:
 - For an early voting site covering the entire county, in the same manner as an early voting site of a municipality conducting early voting as a single municipality
 - For an early voting site covering less than the entire county, in the same manner as an early voting site for municipalities that are parties to a municipal agreement
- The early voting poll book must be updated before early voting starts each day to reflect new registered electors, absent voter ballots received, and ballots cast at early voting sites since the last update.
- After the close of the first day of early voting, the board of election inspectors must do all of the following at each early voting site:
 - Verify that the number of ballots tabulated equals the number of electors identified in the early voting poll book as having been issued ballots at the early voting site that day, and note the reason for any discrepancy in the poll book
 - Remove the voted ballots from the tabulator bin and seal the ballots, along with any spoiled ballots, and the early voting poll book in a ballot container in the same manner as ballots are sealed on Election Day and in accordance with MCL 168.806a
 - Record the seal number on the ballot container certificate in accordance with MCL 168.806a
 - Record the seal number in the poll book
 - Print a poll list from the early voting poll book of the electors who voted at the early voting site that day and add it to the paper poll book
 - Report the number on the public counter on the tabulator at the end of the day and at the beginning of the day in the poll book

- o Secure any absent voter ballots that are to be processed at the early voting site in a locked room.
- o Secure each tabulator used at the early voting site in a locked room.
- o Lock the building in which the early voting site is located.
- After the close of each subsequent day of early voting after the first day of early voting, the board of election inspectors must follow the same procedure as provided above, except that on subsequent days the board of election inspectors may either place the current day's ballots in an unused ballot container and seal the ballots in the same manner as ballots are sealed on Election Day or may add the current day's ballots to a ballot container that was used for the previous day of early voting. If the board of election inspectors elects to add the current day's ballots to a ballot container that was used for the previous day of early voting, the seal on the previous day's ballot container must be removed, the current day's ballots and the seal removed by the election inspectors must be added to the ballot container, the ballot container must be resealed, and the new seal number must be recorded on the ballot container certificate and in the poll book. If a ballot container becomes too full to add additional ballots, the election inspectors must use one or more additional ballot containers and label the ballot container certificates sequentially.
- During the required early voting period, the municipal clerk or the early voting site supervisor, as appropriate, must take all necessary steps to secure the electronic voting equipment, ballot containers, blank ballots, and other election materials after the close of early voting each day until the opening of early voting on the following day, in accordance with guidance provided by the Secretary of State. After the last day of early voting, the municipal clerk or the early voting site supervisor, as appropriate, must deliver the electronic voting equipment, each ballot container, the blank ballots, and other election materials to the clerk who will oversee the closing of the election after the polls close on Election Day. No later than the Friday before Election Day, each municipal clerk must post on the municipality's website the location where the precinct canvass of early votes for that municipality will take place and the time the precinct canvass will begin.
- If, during the county canvass of the votes, it is necessary to retabulate ballots from a precinct, and any ballots from that precinct are sealed in one or more ballot containers from an early voting site that contain ballots from multiple precincts, each necessary ballot container must be opened and the ballots sorted by precinct so that the ballots needing to be retabulated can be identified and segregated. The sorting must be done at the canvass. Similarly, if there is a recount of a precinct and any ballots from that precinct are sealed in one or more ballot containers from an early voting site that contain ballots from multiple precincts, each ballot container must be opened and the ballots sorted by precinct as described in this provision so that the ballots subject to the recount can be identified and segregated.
- Early voting results must not be generated or reported until after 8:00 p.m. on Election Day. An individual must not intentionally disclose an election result from an early voting site before 8:00 p.m. on Election Day. An individual who violates this prohibition is guilty of a felony.

Absent voting

- The clerk of a city or township who receives an absent voter ballot return envelope containing the marked ballot of an absent voter must not open that sealed absent voter ballot return envelope and must safely keep the sealed absent voter ballot return envelopes in the clerk's office until delivering the absent voter ballot return envelopes to a precinct board of election inspectors, an absent voter counting board, or a team of election inspectors as provided under this provision.
- The city or township clerk must review each absent voter ballot return envelope to determine whether the absent voter ballot is approved for tabulation in accordance with MCL 168.766. The review under this provision includes verifying the signature on each absent voter ballot return envelope in accordance with MCL 168.766a. Subject to MCL 168.768, a precinct board of election inspectors or an absent voter counting board must not make any further signature verification for an absent voter ballot return envelope. Written or stamped on each absent voter ballot return envelope must be the date, and the time and date if received on Election Day, that the absent voter ballot return envelope was received by the city or township clerk and a statement by the city or township

clerk that the absent voter ballot is approved for tabulation. If the city or township clerk determines that the elector's signature on the absent voter ballot return envelope is missing or does not agree sufficiently with the signature on file, the clerk must reject the absent voter ballot and provide the elector with notice and the opportunity to cure the deficiency in accordance with MCL 168.766(4).

- Except as otherwise provided in MCL 168.759a for absent uniformed services voters and overseas voters, if an absent voter ballot return envelope is received by the clerk after the close of the polls, the clerk must plainly mark the absent voter ballot return envelope with the time and date of receiving the absent voter ballot return envelope and must file the absent voter ballot return envelope in the clerk's office. The city or township clerk must as soon as practicable, but no later than 90 days after the election, notify by mail, telephone, or email any elector who returned an absent voter ballot return envelope with an absent voter ballot that was not tabulated. The notification provided to an elector by the city or township clerk under this provision must inform the elector that the elector's absent voter ballot was not tabulated and the reason that the absent voter ballot was not tabulated.
- Except as otherwise provided, an individual must not photograph, or audio or video record, within an absent voter counting place. A county, city, or township clerk, or an assistant to that clerk, must expel an individual from the absent voter counting place if that individual violates this prohibition. This prohibition does not apply to any of the following:
 - o An individual who photographs, or audio/video records, posted election results within an absent voter counting place
 - o A county/city/township clerk, or an employee, assistant, or consultant of that clerk, if the photographing, or audio/video recording, is done in the performance of that individual's official duties
 - o If authorized by someone in charge of an AV counting place, the news media that take wide-angled photographs or video from a distance that does not disclose the face of any marked ballot
- An elector cannot spoil a ballot that has been tabulated.

Canvass by precinct inspectors

- After the polls close on Election Day, the precinct board of election inspectors must place the ballots in the ballot container provided for ballots under MCL 168.669. The board of election inspectors must securely fasten and seal the ballot container with an approved seal furnished with the election supplies. The seal must be affixed to render it impossible to open the ballot container without breaking the seal. The board of election inspectors must then deliver the ballot container to the township or city clerk.

Drop boxes

- For an absent voter drop box that was not ordered or installed in a city or township before October 1, 2020, the city or township clerk must use video monitoring of that absent voter ballot drop box during the 75 days before each election and on Election Day to ensure effective monitoring of that absent voter ballot drop box.
- Beginning 35 days before each election and until Election Day, an authorized individual must collect, on any day in which the city or township clerk's office is open for business, the election materials deposited in an absent voter ballot drop box located in the city or township.

I agree that, as a condition of receiving state funding for early voting equipment and election administration, in the form of grants issued by the Michigan Department of State, I will comply with the requirements listed above.

This grant application accounts for the early voting needs of all jurisdictions in my county.

Printed name of county clerk Elizabeth Hundley	
Signature of county clerk	Date

