



Early Voting Grant Application – Equipment Addendum

This Grant Agreement Addendum provides additional equipment guidance to the Early Voting Grant Agreement which was authorized to provide funding for the implementation and execution of early voting as required under section 4(1)(m) of article II of the state constitution of 1963 and in accordance with Public Acts 81-88 of 2023.

Definitions

- “*County*” means any county within the State of Michigan. “*Department*” means the Michigan Department of State.
- “*Grantee*” means the county or local jurisdiction entering into the Early Voting Grant Agreement.
- “*Local Jurisdiction*” means any city or township within the State of Michigan.
- “*Voting Systems*” means optical scan tabulators, accessible voting devices (for use by voters with disabilities), and Ballot on Demand (BOD) hardware/software (as applicable) acquired by the counties and local jurisdictions statewide per the State of Michigan voting system contracts.
- “*Laptop*” means the laptop purchased and provided for the Early Voting Electronic Poll-Book.

General

Any Voting Systems or Laptops purchased pursuant to this Grant Agreement are the property of the county/jurisdiction. For Voting Systems, the purchase covers the initial cost of equipment. Any extended maintenance costs are the sole responsibility of the county/jurisdiction as indicated in Management Requirements below.

County/jurisdiction is responsible for adhering to the Management Requirements below.

Records Maintenance and Retention

The Grantee will maintain a complete set of records and files related to the ordering, delivery, testing, maintenance and repairs of voting systems. The Grantee shall assure all the terms of this *Grant Agreement* are adhered to and that records and detailed documentation regarding this grant shall be maintained for a period of not less than six (6) years from the date of Contract termination, the date of submission of the final expenditure report or until any litigation and audit findings have been resolved, whichever is later.

Management Requirements

Grantee must maintain property records that include a description of the property; a serial number or other identification number; acquisition date; cost of the property; location, use and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property (if any). Grantee must also maintain records showing 100% Federal participation in the cost of the property.

Grantee must perform a physical inventory of the property and reconcile the results with the property records at least once every two years.

Grantee must develop a control system to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated by the Grantee and reported to the Department.

Grantee is responsible for following Physical Security Recommendations and Best Practices outline by the Department for Voting Systems as well as following vendor storage specifications.

Grantee is responsible for configuring the laptop securely in accordance with procedures outlined by the Department including the Endpoint Detection and Response (EDR) solution provided by the EI-ISAC.

Grantee must develop adequate maintenance procedures to keep the property in good condition. Grantee agrees to maintain extended service and maintenance coverage for the voting system in years 6-10 of the Master Contract, after the expiration of the initial service and maintenance period. If the Grantee fails to maintain extended service and maintenance coverage for the full Contract period, the Department may require Grantee to pay the Department the full amount of voting system grant funds paid to the vendor for the Grantee's county, city or township.

Adherence to Terms

The failure of a party to insist upon strict adherence to any term (s) of this Grant Agreement Addendum shall not be considered a waiver or deprive the party of the right thereafter to insist upon strict adherence to that term, or any other term of the full Grant Agreement.

Disposition

When the voting system acquired under this grant is no longer needed, the Department must be notified. Disposition of the equipment will be made as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the Department.
- Disposition of EMS software must follow the terms of the Contractor's Software License Agreement.

When the laptop provided under this grant is no longer needed, the Department must be notified. Disposition of the equipment will be made as follows:

- Once laptop reaches end-of-life, the hard drive will be wiped by IT and tag number and disposal date will be recorded and maintained in case of future equipment audit. Once that is complete laptop may be recycled by county/local IT.

Administration of Agreement

Questions regarding the grant process for the Early Voting Grant Agreement Addendum should be directed to BOEreimbursement@michigan.gov.