



# ELECTIONS BULLETIN

**To:** Town Clerks  
**From:** Kathy DeWolfe, Director of Elections and Campaign Finance  
**Re:** RFP for HAVA Grants: Town Applications must be submitted **by August 31, 2007**  
Ballot Bags  
Elections Retention Schedule for Local, Special, Primary and General Elections  
**Date:** July 19, 2007

## **RFP for Improved Administration of Federal Elections Grants**

We are pleased to enclose the 2007 Application and Request for Proposals (RFP) for grants to improve the administration of federal elections. We hope that these grants will make it easier for you to fulfill your obligations under the Help America Vote Act. **All applications must be received no later than 3:30 p.m. on August 31, 2007** with checks to towns expected to be mailed by mid October. The final report for these grants will be due in August 2008, giving clerks a longer time period to make purchases and schedule trainings.

Using the enclosed application, your town may receive a grant to help fund services and equipment needed to improve the administration of the Primary and General Election in 2008 and for future years. This can include a desktop computer, laptop computer, printers, installation of a telephone line at the polling place, Access or Excel training or software to prepare entrance checklists and reports, IT consultant services, installation of broadband or a high speed internet connection, or any other equipment or services needed to improve the administration of the Primary and General Elections.

This is the second year this program has been offered. The maximum amount available for the two years combined is \$6,000. If you received money in 2006, you would need to subtract that from the maximum amount to see what amount is available to you for 2007. A listing of towns and amounts available to each in this round is available on our website at <http://vermont-elections.org/elections1/2007fundinglist.xls>. Towns with over 5,000 voters may email [kdewolfe@sec.state.vt.us](mailto:kdewolfe@sec.state.vt.us) to request additional funding.

## **Ballot Bags**

We understand that some clerks will need additional ballot bags prior to the Presidential Primary Election in March 2008. Remember, that in July 2008, you can unpack the bags from the September 2006 Primary Election and reuse those bags and likewise in September 2008 you can unpack and reuse the bags from the 2006 General Election. Some towns will have enough bags to continue to reuse. By this time, you should have disposed of all ballots for any Primary or General Elections prior to the 2006 elections. Also, all Annual or Special Town Meeting Ballots can be destroyed 90 days after the election.

If you need additional ballot bags, please send an email to [klane-karnas@sec.state.vt.us](mailto:klane-karnas@sec.state.vt.us) NOT LATER THAN AUGUST 15, 2007. We will then order additional bags to have in time for the March 2008 Presidential Primary Election.

## **Elections Retention Schedule for Local, Special, Primary and General Elections**

Attached is a one-page sheet that will provide you with an elections retention schedule for ballots, checklists, candidate petitions and consent forms, official return of vote forms and election tabulation forms and Warnings. Please post this in your Election Guides Binder for future reference.

Office of the VT Secretary of State – Elections Division

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