



**Board of  
Elections**

# **Grants NYSBallot Confidential Registration**

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**March 3, 2022**

**New York State Board of Elections**

# Grants

## Grants: Current Grants

- **Early Voting Expansion (EVE) Grant**
  - \$2 Million 04/07/2021 – 01/28/2022 (State) <- Claims are due April 28, 2022
- **Early Voting Aid to Localities Grant**
  - \$10 Million 04/12/2019 – 01/28/2022 (State) <- Claims are due April 28, 2022
- **E-Poll Book Capital Grant**
  - \$14.7 Million 04/12/2019 – 01/28/2022 (State) <- Claims are due April 28, 2022
- **Elections Cybersecurity Remediation Grant Extension**
  - \$9 million 12/21/2019 – 12/31/2023 (80/20 Federal/State split)
- **Technology Innovation & Election Resource (TIER) Grant**
  - \$20 Million 04/07/2021 – 01/27/2023 (State)
- **HAVA Voter Education & Poll Worker Training Grant**
  - Extended yearly (Federal)
- **HAVA Temporary Poll Site Improvement Grant**
  - Extended yearly (Federal)
- **Shoebox (Submission of HAVA Operations Expenses by CBOEs)**
  - Extended yearly (Federal)

## Grants: General Reminders

- Use funds from your older grants first.
- SBOE needs three copies with original signatures of each grant contract.
- Submit claims for payments for beyond what you have available to be sure you exhaust your grants completely.
- Do not wait until the last minute to submit your claims for payments.
  - You may submit more than one as you go rather than waiting until the very end.
  - We cannot guarantee a turnaround time from OGS so the sooner you submit the better.

## Grants: Early Voting Grants

- **Early Voting Expansion (EVE) Grant**
  - \$2 Million 04/07/2021 – 01/28/2022 (State)
  - Claims are due April 28, 2022
- **Early Voting Aid to Localities Grant**
  - \$10 Million 04/12/2019 – 01/28/2022 (State)
  - Claims are due April 28, 2022
- **E-Poll Book Capital Grant**
  - \$14.7 Million 04/12/2019 – 01/28/2022 (State)
  - Claims are due April 28, 2022

**Funds must have been spent by January 28, 2022 in order to be eligible for reimbursement.**

If funds are reappropriated, these contracts may be extended.

## Grants: NYS Elections Cybersecurity Remediation Grant

- NYSBOE created a \$9 million dollar grant program from the 2018/2020 HAVA security funds to provide County Board of Elections with funds to address vulnerabilities as identified in risk assessments.
- Each Board has developed a remediation plan with NYSTEC.
- This contract was extended in 2021
  - The new eligible expense period is **December 21, 2019 – December 31, 2023.**
- Contract extensions were sent out in December.
  - You must sign three copies of the extension cover letter & grant signature page and return to SBOE.
  - **Counties must return contract extensions in order to submit claims.**

## Grants: Technology Innovation & Election Resource (TIER) Grant

The NYS Capital Projects Budget authorized \$25 million for the TIER grant:

- \$5 million is earmarked for the State Board of Elections for capital and implementation costs.
- \$20 million is for reimbursement to County Boards of Elections for actual expenses related to upgrades to software, technology, and equipment.

Eligible expenses must take place between **April 7, 2021 – January 27, 2023.**

**All claims for payments must be submitted to the State Board of Elections no later than April 28, 2023.**

## Grants: Technology Innovation & Election Resource (TIER) Grant

### Allowable expenses:

- Voting systems and equipment
- Absentee ballot scanners
- Absentee ballot processing and tracking software & equipment
- Mail processing software & equipment
- Infrastructure to protect the connectivity and security of county elections software & equipment
- Assistance for areas with lack of broadband service, software, equipment & infrastructure
- E-poll book systems and associated software

\*See Attachment A-1 of grant contract for full list of allowable expenses\*



## Grants: HAVA Grants

- HAVA grants, including the ShoeBox (Submission of HAVA expenses by Boards of Elections), HAVA Education and Training, and HAVA NYS Poll Site grants were first appropriated in 2006.
- Because these appropriations are so old, we always consider these funds “at risk”. If you have not spent them, we advise you not to wait.
- **Any equipment purchased with HAVA funds that has a value over \$5,000 must be tracked until its disposal.**
  - If you have equipment in this category expect to receive an annual check from the SBOE.
  - The SBOE requires photos, serial number, and location where equipment is being stored.

## Grants: Shoebox HAVA

- There is approximately \$5.8 Million in Shoebox available.
- Shoebox can be used for any purpose supporting a federal election.
- The list of uses is widely permissible. From voting machines to any supplies needed at a voting site.
- Shoebox funds covers every item listed in the four other grant programs.
- **Reminder: submit a picture with each purchase in your documentation.**

## Grants: HAVA Education and Training & Poll Site Improvements

### HAVA Education and Training - \$1.2 Million

- Can be used for voter education concerning voting procedures, voting rights and voting technology.
  - i.e. county telephone hotlines, media advertising, website design, mailing programs, voter and media outreach.
- Poll Worker Training.
  - i.e. training poll workers and interpreters; “train the trainer” programs, training videos.

### HAVA NYS Poll Site Improvements - \$988k

- Can be used for parking signage and cones, tape, improve passenger drop off area; portable ramps, curb cuts. Ensuring accessible building entrance and interior path of travel.

## Grants: Reimbursement Process

Although reimbursements are done separately for each grant, the same process is used.

- Send a claim of payment to NYSBOE specific to the grant and specific to the claim being made.
- For each grant, Counties may submit one claim for payment for the entire amount or break it down in smaller amounts.
- If the budget/workplan has changed from the original budget/workplan, you need to send an amended budget/workplan.
- Counties must submit to NYSBOE payment vouchers, executed contracts to document the expenditure.

## Grants: Reimbursement Process Continued

- NYSBOE reviews the claim of payment and verify eligibility.
- NYSBOE will send the claim of payment to the Office of General Services Business Service Center.
- The OGS BSC will make the payment to the County account attached to your vendor ID number.
- No verification is provided to County or NYSBOE by BSC. NYSBOE periodically checks payment status.
- Retain all cost supporting records/documentation for six years from the date of the final reimbursement payment.

AC3253-S (Effective 1/12)

State  
of  
New York

# CLAIM FOR PAYMENT

## Vendor Information

|             |                                      |                              |         |       |    |
|-------------|--------------------------------------|------------------------------|---------|-------|----|
| Vendor Name | Tinseltown County Board of Elections | Vendor Identification Number |         |       |    |
| Address     | 1 Hollywood Boulevard                | City                         | Figment | State | NY |
|             |                                      | Zip Code                     | 11111   |       |    |
|             |                                      | Invoice Number               |         |       |    |

| Purchase Order No. and Date | Description of Materials/Service                                       | Quantity | Unit | Price    | Amount |
|-----------------------------|--|----------|------|----------|--------|
| 7/1/19                      | Electronic Poll Book System  | 20       |      | 2,500.00 |        |
| 7/10/19                     | On-Demand Ballot Printer   | 4        |      | 5,000.00 |        |
| 8/1/19                      | Early Voting E-Poll Book and On-Demand Ballot Printer Systems Training | 1        | 100  | 2,500.00 |        |

Vendor Certification

I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.

|                           |                       |   |
|---------------------------|-----------------------|---|
| _____<br>Signature in Ink | Commissioner<br>Title | Tinseltown County Board of Elections<br>Name of Company |
| _____<br>Signature in Ink | Commissioner<br>Title | _____<br>Date   |

|            |  |
|------------|--|
| Total      |  |
| Discount % |  |
| Net        |  |



# NYSBallot

## NYSBallot

- NYSBallot is the absentee ballot delivery system for military and overseas voters to track and/or download their absentee ballot.
- In 2022, Military & Active UOCAVA voters and Special Federal voters are eligible to vote in the June Primary and General Election.
- SBOE has a NYSBallot manual available for CBOEs through the PIO office.
- <https://nysvoter.elections.state.ny.us/NYSBallotAdmin/Login/Index>

## Log-in

NYSBallot Administration

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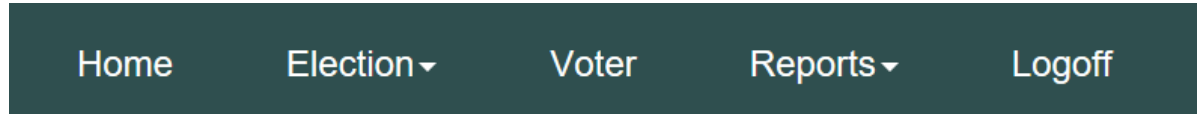
**Username :**

**Password :**

[Please use your NYSVoter Web Credential](#)



## NYSBallot Menu Bar



- **Home** – This is where you will sign into and begin navigating through NYSBallot.
- **Election** – This section provides functionality to search elections, upload documents, and view some reports.
- **Voter** – County users can access this section to investigate the status of a voter and confirm the information is correct.
- **Reports** – Here you can view information on status of uploads, election related reports, and voter related reports. We have added two new reports allowing you to see Voter Applications Expiring and Duplicate MOVE Voters
- **Logoff** – Select (logoff) to exit the program.

# Election

- Home
- Election**
- Voter
- Reports ▾
- Logoff

Search Election

Upload

Report

Ballot Upload

ED ~ Ballot Assignment

Ballot Uploaded By  
County

Ballot Notification

Undelivered Email

# Search Elections

Election Events

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Election Date :

Election Name :

Election Type :

Active Status:

Election Active Date Range :

From:

To:

Show Past Elections:

Show  entries

Search:

| Election              | Election Date | Election Type    | Start Date | End Date   |
|-----------------------|---------------|------------------|------------|------------|
| General Election 2019 | 11/5/2019     | General Election | 8/22/2019  | 12/31/2019 |

Showing 1 to 1 of 1 entries

Previous  Next

# Uploading Documents

The screenshot shows a web application interface with a dark green navigation bar at the top. The navigation bar contains the following items: Home, Election (with a dropdown arrow), Voter, Reports (with a dropdown arrow), and Logoff. Below the navigation bar, there is a main content area. On the left side of this area, there is a search bar labeled 'Search Election'. In the center, there is a dropdown menu for 'Reports'. The 'Upload' option in this menu is circled in red, and a red arrow points to it. Below 'Upload', the menu items are 'Ballot Upload' and 'ED ~ Ballot Assignment'. On the right side of the main content area, there is a section titled 'Report' with a list of items: 'Ballot Uploaded By County', 'Ballot Notification', and 'Undelivered Email'.

| Search Election | Reports                | Report                    |
|-----------------|------------------------|---------------------------|
|                 | <b>Upload</b>          |                           |
|                 | Ballot Upload          | Ballot Uploaded By County |
|                 | ED ~ Ballot Assignment | Ballot Notification       |
|                 |                        | Undelivered Email         |

# Upload Ballot

Upload Ballot

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County :

Election :

Ballot Packet (zip) :  No file chosen

***\*Note: The county dropdown will be prepopulated to your specific County\****

**Election:** Select the appropriate Election

**Ballot Packet (zip):** click “Choose File” this will open a window that will allow you to navigate to the zip file you wish to upload.

File must be Zip file and not individual PDFs.

# Upload ED Ballot Map File

Upload ED Ballot Map File

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County :

Election :

ED Ballot Map File (.csv):  No file chosen

[ED Ballot Assignment File Template](#) [ED Ballot Mapping Instruction](#)

***\*Note: The county dropdown will be prepopulated to your specific County\****

**Election:** Select the appropriate Election

**ED Ballot Map File (.csv):** click “Choose File” this will open a window that will allow you to navigate to the .csv file you wish to upload.

File must be a .csv and “BallotName” must match a PDF file uploaded in the ballot packet to map correctly.

## UOCAVA/MOVE 2022 Election Deadlines

### Primary Deadlines

- Send FPCAs to all eligible Spec Federal/Active UOCAVA voters in manner specified in application (email/fax/mail) **April 29 – May 19, 2022.**
- Ballots must be transmitted to Military/Special Federal/UOCAVA Voters by **May 13, 2022.**
- DOJ Certification Survey on 45-day transmittal compliance **May 16, 2022**
- Application of voter not previously registered must be received by **June 3, 2022.**
- Application of previously registered voters must be received by **June 21, 2022.**
- Last day Military voter can apply in-person if previously registered **June 27, 2022**
- Ballots must be received by the Board of Elections no later than **July 5, 2022** and postmarked no later than **June 28, 2022**
- DOJ Post-Election Surveys (UOCAVA Summary and Regular Absentees) **July 12, 2022**

## UOCAVA/MOVE 2022 Election Deadlines

### General Election Deadlines

- Send FPCAs to all eligible MILITARY voters in manner specified in application (email/fax/mail) **August 10 – August 25, 2022.**
- Send FPCAs to all eligible Spec Federal voters in manner specified in application (email/fax/mail) **September 9 – September 29, 2022.**
- Ballots must be transmitted to Military/Special Federal/UOCAVA Voters by **September 23, 2022.**
- DOJ Certification Survey on 45-day transmittal compliance **September 26, 2022**
- Application of voter not previously registered must be received by **October 29, 2022.**
- Application of previously registered voters must be received by **November 1, 2022.**
- Last day Military voter can apply in-person if previously registered **November 7, 2022**
- Ballots must be received by the Board of Elections no later than **November 21, 2022** and postmarked no later than **November 8, 2022.**
- DOJ Post-Election Surveys (UOCAVA Summary and Regular Absentees **November 29, 2022**



# Confidential Registration

## Confidential Registration - Victims of Domestic Violence

N.Y. Election Law (5-508) allows victims of domestic violence to apply for a confidential registration by delivering a sworn statement to their local county Board of Elections stating they are a victim of domestic violence and they wish to have their voter registration record kept confidential because of the threat of physical or emotional harm to themselves or a family or household member.

## Confidential Registration - Victims of Domestic Violence

“Victim of domestic violence” means any person who is:

- a victim of a violent felony, as defined in section 70.02 of the penal law, or
- disorderly conduct,
- harassment in the first or second degree,
- aggravated harassment in the second or third degree,
- stalking in the fourth degree,
- criminal mischief,
- menacing in the second or third degree,
- reckless endangerment,
- assault in the third degree
- or an attempted assault,

These acts have been committed by a family or household member and have resulted in actual physical or emotional injury, or have created a substantial risk of physical or emotional harm to the person or the person’s child.

## Confidential Registration - Victims of Domestic Violence

- Keep these voter registration records separate and apart from other registration records for **four years**. This includes voter lists, enrollments or poll books.
- Do not make these records available for inspection or copying by the public or any other person through FOIL or any records request.
- Election officials may have access if acting within the course and scope of their official duties, but only as “pertinent and necessary”.
- Confidentiality extends to other counties. If the voter moves, you DO NOT transfer the record to the new CBOE. The voter must re-register and reapply for confidential registration.

## Separate and Apart – A Manual Process

- Assign a bipartisan team(s) to manage confidential registration records,
  - Provide them procedures and training to reflect how the confidential records will be accessed.
  - Tell them how communication with the confidential voters will occur to provide them an opportunity to vote.

## Separate and Apart – A Manual Process

- If a voter is already registered at the time they become a confidential voter, Cancel the voter, using a cancellation code which reflects an administrator has performed that cancellation, such as “OTHER”.
- If the voter’s address is the same as in the record being cancelled, remove/change the voter’s address in the purged record.
- If a voter is a new registrant, **DO NOT** add such voter to your local voter registration system and NYSVoter.
- Acknowledge the registration and assure the voter that the record shall be kept confidential as required by statute.

## Separate and Apart – A Manual Process

- For any FOIL request that includes purged voters, ensure purged confidential registrants are not included in the response.
- Keep all confidential voter registrations in hard copy only
  - Do not scan or digitize,
  - Keep in a locked box, which shall be kept in the board's secure (dual lock) storage.

## Separate and Apart – A Manual Process

- Each year the assigned bipartisan team(s) should review the confidential voter registrations and remove the ones that have been active for four years and have not received a new application for confidentiality.
  - Pick a time to review the confidential registrations, such as when carrying out NCOA or preparing for mail check notices.
  - If at the time of review, a confidential voter's confidential registration will be expiring in the next year, send the voter a notice letting them know their confidential registration will be expiring and that they can reapply for the status.
  - New applications can be submitted prior to the expiration of a voter's four-year confidentiality period.



## Separate and Apart – A Manual Process

- The State Board of Elections will maintain a record of the current number of confidential voters by county.
  - Whenever the number of confidential voters in your county changes, notify the State Board of Elections of the new number of confidential registrants in your county.
  - Do not provide any information that identifies the confidential voters.

## Confidential Voting

Confidential voters must cast a special ballot pursuant to Election Law §11-306. The special ballot can be cast at the office of the board of elections not later than the close of the polls on election day, or by mail within the same time and in the same as absentee voting.

For purposes of confidential registration, the “statement” of the voter required by Election Law §11-306 should be considered an application for confidential registration or “registration record”. This statement must be kept confidential because such statement “must include the voter’s address of registration”. See Election Law §11-306 (1)(c).

An affidavit ballot cast by a confidential registrant if otherwise valid should be counted. As such, boards researching their affidavits should check the confidential records.

## Canvassing Confidential Voters

- The Board of Elections must canvass the ballots of confidential voters centrally.
- The ballots must be canvassed in a manner that does not reveal the name or address of the confidential voter to persons who are not employees of the board of elections but who are lawfully present at the canvass.
- Each board should adopt canvassing and retention procedures to prevent revealing the specific election district within which an identifiable confidential voter lives.

## Handling Existing Confidential Voters

- Boards will need to transition their current court ordered confidential voters over into the new process.
- Any voter that already has confidential voter status will continue with that status until October 28th, 2025 which is four years from the day the legislation was signed.
- Confidential registration should be reviewed each year to remove voters whose four years have passed and have not submitted a new confidentiality form.
- During the review prior to the expiration of a voter's confidential registration, the board must notify the voter of the upcoming expiration and the right to reapply for confidential status.

## Handling Existing Confidential Voters

- If a voter does not submit a new application for confidential registration and the four years has passed since the date the board accepted their last application for confidential registration, the board must move the voter out of confidential status.
- However, if the board has not heard from a confidential voter, to avoid inadvertent lifting of confidentiality to the detriment of the registrant, the voter registration record should be cancelled confidentially.



**New York State Statement of Confidential Voter**

**1. Personal Information**

Full Name

Date of Birth

**2. Address Information**

Address

City  State  Zip Code

County where you live

**3. Affirmation**

By signing this document, I do hereby swear or affirm that I am a victim of domestic violence, and further that because of the threat of physical or emotional harm to myself or to family or household members, I wish to have my voter registration record kept confidential.

Signature  Date

**Instructions:**

Complete this form by providing the information requested and submit it to the Board of Elections in the county in which you are registered to vote. If you are not already registered to vote, you must first complete a voter registration form.

Upon processing your completed form, the Board of Elections shall ensure that any registration record maintained by them be kept separate and apart from other such records and not be made available for inspection or copying by the public or any other person, except election officials acting within the course and scope of their official duties and only as pertinent and necessary.

The confidentiality of such registration records shall begin upon the Board's acceptance of your application and will continue for four years from such date.

A new application may be made prior to the expiration of such four year period.

Under a separate section of Election Law, you can also be excused from going to your polling place to vote and receive a special ballot. For further information, please contact your local Board of Elections for their special ballot procedures.

# Questions?