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## **30.1 Reimbursements to Localities – General Assembly Appropriations Act - §§24.2**

The State Board of Elections (SBE) is required to reimburse local governments for compensation for the general registrar and the three electoral board members, as appropriated by the General Assembly. [§§ 24.2-111, 24.2-108](#).

The annual compensation for the registrars and the board members is set forth in the Appropriations Act.

The SBE Business Manager annually establishes the authorized salaries of all general registrars and local electoral board members based on the local population salary levels and criteria stated in the Appropriations Act. Contact [fiscal@sbe.virginia.gov](mailto:fiscal@sbe.virginia.gov).

Before July 1 of each fiscal year, authorized salary levels for the upcoming fiscal year are communicated to local finance offices and general registrars by way of a formal letter from the SBE Business Manager. The SBE Business Manager also produces an itemized *Schedule of Projected Payments (Schedule)* to each locality based on the established authorized salary levels. This Schedule serves as a control for the SBE Fiscal Office to check against when reviewing the *Request For Reimbursement (R.F.R.)*.

To initiate the reimbursement process, the SBE Business Manager sends a blank **R.F.R.** form to each county/city fiscal department **before but no later than May of the subsequent year**. The appropriate Local Fiscal Official completes and submits the completed R.F.R. to the SBE Fiscal Office. The SBE Business Manager will compare the compensation on the R.F.R. to the *Schedule of Projected Payments* for reasonableness.

Any material variances are investigated and resolved. Once resolved, the SBE Business Manager approves the R.F.R. and forwards it to the SBE Fiscal Tech for entry into the Commonwealth Accounting and Reporting System (CARS). Any funds not needed for reimbursement at the end of the year revert back to the General Fund for the Commonwealth of Virginia.

## **30.2 Grant Expenditures Guidance**

From time to time, SBE will announce grant funded programs available to the localities to assist with improving the administration of elections. As these programs become available, SBE will announce the funding that is available and the instructions for localities to follow to assist them in obtaining grant funds.

### **30.2.1 Expenditures Must Be for Grant Purpose**

Localities must certify that assets purchased solely with grant funds are to be used exclusively for grant intended purposes. For expenditures that only partially benefit grant programs, only that portion which is allowable under grant regulations may be funded with grant funds.

### **30.2.2 Expenditures that Continue Established Programs**

Unless it is determined that funds may be used on program that are already being funded by localities, the grant cannot be used to fund any program that the locality was already funding prior to the receipt of the grant funds. If the cost of the program increases because of new grant requirements, then the locality shall continue to assume its previous funding level for the program. The grant can fund only the amount of the increase.

### **30.2.3 Accessibility**

SBE has applied for and received funding through various grant programs in the past. SBE will continue to use funds obtained in prior years to assist localities with accessible related issues. The grants have certain restrictions. For example, the funds cannot be used for construction or capital improvements unless extensive approval is received from the U.S. Department of Health and Human Services (**DHHS**). This funding is still currently available to assist localities and to ensure that all polling places in Virginia are accessible to individuals with disabilities, the aging population and language minorities. In addition to ensuring the accessibility of polling places in Virginia, grant funding is available to educate individuals with disabilities on their right to vote in a private and independent manner.

If a locality has questions or would like to apply for reimbursement under these grants, please contact SBE's accessibility coordinator. (See, GREB 8, for more details on accessibility.)

## **30.3 Request for Reimbursement (R.F.R.) Process**

- A.** As SBE remains responsible for the use of these funds in compliance with any grant, it must create a record sufficient to justify any expense.
- B.** As funding opportunities are released, general registrars and electoral board members are encouraged to follow the instructions provided by SBE to ensure a timely and complete R.F.R.

## **30.4 Management of Assets**

- A.** Asset inventory must be maintained by the locality:
  - 1. For the intended purposes and as long as needed, whether or not the grant system continues to be supported by additional grant funds.
  - 2. When no longer needed for the original project, the asset may be used according to federal and state regulations.

3. When disposed of, the asset must be disposed of according to federal and state laws and regulations.
- B.** Record of inventory including **controllable assets** (*valued at \$4,999 or less*), e.g. laptop computers, Electronic Poll Books (EPB), flash drives, or any Information Technology asset that has a hard drive/memory as well as assets classified as **equipment** (*valued at \$5,000 or more*), e.g. voting machines must be maintained and must include the following information:
1. Description of the asset
  2. Serial number or other identification number
  3. Acquisition date
  4. Cost of the asset
  5. Percentage of federal, state and local participation in the cost of the asset
  6. Location of the asset
  7. Use of the asset
  8. Condition of the asset
  9. Disposition/Surplus/Transfer information, including
    - a. Date of disposal, and
    - b. Sale price of the asset
    - c. To whom disposed, surplus or transferred
- C.** A **physical inventory** of assets purchased with grant funds must be taken and the results reconciled with the ***“Inventory Record for Grant Funded Assets” (Attachment 30.4 #1)*** at least once ***every two years***. This includes controllable I.T. assets with hard drives/memory and capital assets.
1. For inventory of **voting machines**, please refer to the *Configuration Management Database* as defined in the *Voting Systems Security Policy, Standards, and Guidelines*.
  2. For all other controllable I.T. assets with hard drives/memory and capital assets purchased with grant funds, please use the ***“Inventory Record for Grant Funded Assets” (Attachment 30.4 #1)***.
  3. A locality may use a separate form as long as all required information is present, and accompanied by a signed, original ***“Inventory Record for Grant Funded Assets”*** that states “See attached.”
- D.** When an asset acquired under a federal or state grant is no longer needed for federal or state grant program purposes, disposition of the equipment shall be made as follows:
1. Controllable I.T. assets with hard drives/memory 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 SBE except that the disposition of the asset must be reported to the SBE. (See ***“Surplus & Disposition Report for Grant Funded Assets”***, **Attachment 30.4 #2**)

2. Items of capital assets/equipment with a current per-unit fair market value equal to or greater than \$5,000 may be retained, sold, or otherwise disposed of by the locality and the federal government or the SBE may have a right to the proceeds resulting from the sale or the disposition of the asset. In addition, the disposition of the asset must be reported to the SBE. (See “*Surplus & Disposition Report for Grant Funded Assets*”.)
3. For more detailed guidance regarding the disposition of grant funded assets, especially Information Technology assets, e.g. computers, E-Poll books, flash drives, etc., each locality is responsible for the “***Procedure for the Disposal of Grant Funded Assets***” (**Attachment 30.4 #3**) and the “***Checklist for the Disposal of Grant Funded Assets***” (**Attachment 30.4 #4**).

## **30.5 Records Retention and Maintenance**

In all cases, localities are to maintain detailed records of all receipts, invoices, and documents related to the expenditure for a period as specified by the Library of Virginia, and make them available to SBE or to state or federal auditors when requested. Under *Code of Virginia* § 42.1-85, the Library of Virginia (LVA) has the authority to issue regulations governing the retention and disposition of state and local public records. In keeping with the Code's mandate, LVA has developed Records Retention & Disposition Schedules outlining the disposition of public records.

## **30.6 Procedure for Time & Effort Reporting**

The Election Assistance Commission (EAC) requires the State Board of Elections (SBE) to maintain auditable "time and effort" (T&E) documentation showing how employees spent their time and effort compensated by federal grants, e.g. Help America Vote Act (HAVA). Such documentation is written, after-the fact (not estimated or budgeted) documentation of how the time was spent. Time and effort T&E reports should be prepared by all staff (excluding contractors) with salary charged (1) directly to a federal award or matching funds, (2) directly to multiple federal awards or matching funds, or (3) directly to any combination of a federal award and other federal, state or local fund sources or matching funds.

Although EAC does not require submission of these reports, these reports are subject to Federal auditing. Currently, the EAC-HAVA grant is the only additional funding source used by SBE to pay staff salaries in addition to General (State) Funds.

T&E reporting guidelines are specified in the U.S. Office of Management and Budget (OMB) Circulars A-87 and A-133. OMB-87 establishes standards for charging employee compensation for federal grants. OMB A-133 lists the compliance requirements for federal grant programs.

### ***A. EAC Audit and Compliance Requirements***

1. T&E reporting focuses on accountability and establishes in an audit that allowable, reasonable and actual costs were maintained. T&E inaccuracies can result in inappropriate charges to Federal programs, inaccurate information for decision-making by the management, and/or increased risk of audit findings and questionable costs. Therefore, it is imperative that SBE managers and staff provide timely, accurate and complete data for effective and appropriate use of grant funds.
2. The following report is required to comply with EAC guidelines:  
**The SBE requires that all personnel whose compensation is funded partially from a federal grant and partially from other fund sources (split-funded) file a Quarterly Personnel Activity Report (Q-PAR).** This report documents the distribution of T&E dedicated to all fund sources for salaries – federal and non-federal (General Funds). The QPAR must be completed after-the-fact, account for the total time for which the employee is compensated, prepared monthly, and be digitally signed by the employee and the supervisor who has first-hand knowledge of the work performed by the employee.

## **B. Time & Effort Reporting Procedure**

1. All SBE managers are required to:
  - a. Determine the primary and secondary federal activities for all classified and wage federally funded employees they supervise based on their EWP, and
  - b. Notify SBE Fiscal of changes or updates to the EWP related to federal responsibilities within **5 business days** of making that determination, via copying the SBE Business Manager on all related personnel (DHRM) correspondence.
  - c. The DOA-Payroll Service Bureaus (PSB) will use this information to authorize payroll disbursements, and payroll charges will be adjusted to reflect actual T&E spent as supported by the Q-PAR at the end of the fiscal year.
2. Managers are encouraged to assign federally related tasks to their team in accordance with their EWP for efficient individual performance management and program management.
  - a. Although the T&E percentage for federal employees may vary each pay period, the actual cumulative percentage of T&E reported over a one year performance period (October 1 through September 30) and the estimated percentage of time as reflected on the EWP should not exceed  $\pm 10\%$  variance, except under special or unforeseen circumstances.
  - b. If this happens, it **MUST** be explained by the employee and supervisor.
3. Managers must verify that the data entered on the T&E Report is correct. The Time & Effort (T&E) Report is automated and any errors in data entry might impact the T&E reported.

4. Managers must ensure that the percentages of time worked for the appropriate program(s) agree to 100% before electronically signing the T&E Report.
5. It is the responsibility of the managers to ensure that the employee clearly understands how percentage of time worked is calculated so that the SBE T&E Reporting is accurate.
6. This responsibility can be met through the MONTHLY and accurate preparation of T&E Reports and the reporting for each of the three months NO LATER THAN THE DUE DATES as indicated below.
7. Periods and Due Dates: The reporting period is on a quarterly basis.

<b>QUARTER (Prepared monthly)</b>	<b>DUE DATE (Reported quarterly)</b>
○ 1 <sup>st</sup> Quarter: January – March.	○ April 9th
○ 2 <sup>nd</sup> Quarter: April – June.	○ July 9th
○ 3 <sup>rd</sup> Quarter: July – September	○ October 9th
○ 4 <sup>th</sup> Quarter: October - December	○ January 9th

**SBE- Fiscal will not send repeat reminders and if there is a need, the reminder will be copied to officials of higher authority.**

- This is to encourage an environment of self-responsibility and to improve efficiency related to inter-dependency of tasks such that all SBE employees can focus on their core responsibilities. Also, this information is a critical internal control measure to ensure that payroll disbursements are accurate and authorized in a timely manner.

8. SBE Fiscal will review the T&E Reports to ensure the reports have been properly filled out.

**C. Instructions on how to complete and submit T&E Reports:**

1. See an EXAMPLE of the T&E Reporting form in Attachment 30.6 #1. The original TEMPLATE may be found in SharePoint.
2. Employees must enter data in the highlighted cells only.
3. Employees must not add or delete any cells, rows or columns.
4. Employees must not change formatting.
5. Employees must use the drop-down menu where appropriate.
6. \*Digital signatures should be used to sign the timesheet. Instructions to create a digital signature are given below.

7. All employees should e-mail a completed and digitally signed electronic copy of the actual Excel **T&E Report (not a PDF copy)** to their supervisor for the supervisor's approval.
8. The supervisor will approve by digitally signing the T&E Report after ensuring that the certified percentage of hours are accurate.
9. The supervisor will e-mail an electronic copy of the actual Excel **T&E Report (not a PDF copy)** to **SBE Fiscal**.
10. PAPER COPIES WILL NOT BE ACCEPTED.
11. The T&E Report is designed to auto-calculate the total percentage of time. An employee can **ONLY work 100% as a percentage of their time**, no matter how many hours they work.
12. For example:

<b>Example #1: Employee works 40 hrs.</b>	
Works 16 hrs. for HAVA projects.	16/40 = <b>40%</b> for HAVA funding.
Works 24 hrs. for State projects.	24/40 = <b>60%</b> for State funding – General Fund
Total = 100% funding of employee's hours worked.	
<b>Example #2: Employee works 50 hrs.</b>	
Works 26 hrs. for HAVA projects.	26/50 = <b>52%</b> for HAVA funding.
Works 24 hrs. for State projects.	24/50 = <b>48%</b> for State funding – General Fund
Total = 100% funding of employee's hours worked.	
<b>Example #3: Employee works 60 hrs.</b>	
Works 36 hrs. for HAVA projects.	36/60 = <b>60%</b> for HAVA funding.
Works 24 hrs. for State projects.	24/60 = <b>40%</b> for State funding – General Fund
Total = 100% funding of employee's hours worked.	

13. The employee or supervisor may notify the Grants Administrator if there are any errors on the T&E Report that they do not understand and/or are unable to correct.

***NOTE:*** Control deficiencies occur when the design or operation of internal control does not allow management to prevent or detect errors that, in the auditor's judgment, could adversely affect the agency's ability to record, process, summarize, and report financial data consistent with the assertions of management.

Therefore, managers should submit electronic copies in the **(Excel) format ONLY** as an internal control measure to:

**Enable SBE Fiscal to track any errors or inaccuracies without having to duplicate effort by using the in-built formulas, and**

**\* SBE requires digital signatures for T&E reporting. This policy is internal and not dictated by the Dept. of Human Resource Management (DHRM) or the Dept. of Accounts (DOA). However, DHRM and DOA are in agreement with this procedure of using digital signatures and the electronic (e-mail) format.**

*Please contact the [SBE Grants Administrator](#) for assistance. It is possible that the T&E Report may require minor tweaking after the first batch of T&E Reports are received. Therefore, all SBE employees are requested to download a blank new form from SharePoint for each quarter until SBE Fiscal determines that no further changes are required. Staff may be notified when this happens and they can then save a copy for reuse.*



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STATE BOARD *of* ELECTIONS

***Inventory Record for Grant Funded Assets***

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**Locality Name:**

**Locality  
Code:**

Sequential No.	Asset Description	Cost	% Federal Funds Used to Fund Asset	Serial #
		Asset Location		Purchase Date
(Example) #	HP computer for use with VERIS system	\$1,000	90%	123-456-789
		Registrar's office, Room 126		03/01/13

I certify that the items described on this document or attached document(s) have been obtained, managed, and used in accordance with all relevant Federal, State and Local laws and regulations for each grant program as appropriate.

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**AUTHORIZED LOCALITY SIGNATURE** **DATE**

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**PRINTED NAME** **POSITION**



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STATE BOARD of ELECTIONS

## *Surplus and Disposition Report for Grant Funded Assets*

*The Virginia State Board of Elections has adopted a procedure on the disposal of assets obtained with grant funds. Grant funded assets are NOT to be disposed of without **PRIOR** submission and approval of this form by the SBE Business Manager or the Business Manager's designee.*

*Please provide the required information for the disposal of the asset. A locality may use a separate inventory list as long as all required information as shown below is included for each asset, and **accompanied by this signed, original form that states "See attached"**. Indicate "N/A" (Not Available) where the federally required information (41 CFR § 105-71.132) is not available and document why it is not available.*

The _____ (county/city) electoral board have asset(s) that are no longer needed and request that we be allowed to dispose of the asset(s) in accordance with federal and state policies and procedures.				
1. Scheduled Date of Disposition:		2. Current Physical Location of Item to be Disposed:		
<b>3. Action To Be Taken: (X) the appropriate field.</b>				
<input type="checkbox"/> <b>Surplus</b> (Commonwealth Accounting Policies and Procedures (CAPP) Manual 30700 - Surplus Property)				
<input type="checkbox"/> <b>Disposal</b> (CAPP Manual 30800 - Asset Disposal)				
<input type="checkbox"/> <b>Transfer</b> (CAPP Manual 30800 Asset Disposal p. 7 & 8; 20400 - Inter- and Intra-Agency Transactions)				
4. Person recommending action:				
5. Description of Item:				
6. Serial number:				
7. Model number:				
8. Acquisition date:				
9. Total acquisition cost:		\$	10. Total grant funds & percentage used for acquisition:	\$ %
11. Fair Market Value at disposal:		\$	12. Sale Price at disposal:	\$
13. Will computer hard drives be sanitized or destroyed?		14. Provide details to secure privacy of data on hard drives.		
15. Moved FROM:		16. Moved TO:		
<b>17. Condition of item: (X) the appropriate field.</b>				
<input type="checkbox"/>	Stolen: Provide law enforcement report.	<input type="checkbox"/>	Cannibalized: Document explanation.	
<input type="checkbox"/>	Casualty loss: Document event.	<input type="checkbox"/>	Good condition, but obsolete.	
<input type="checkbox"/>	Other reason for disposal: Document below.	<input type="checkbox"/>	No longer operable/poor condition.	

## Surplus and Disposition Report for Grant Funded Assets

<b>Locality: Responsibility for the Maintenance of Records.</b>
The locality must maintain accurate records of all equipment and controllable I.T. assets, e.g. computers, poll books, flash drives, etc. that have a hard drive/memory disposed of in the event of audits, claims, litigation, negotiations, or other proceedings regarding the disposal of equipment and controllable assets originally purchased with grant funding.
<b>Locality: Responsibility for Program Income &amp; the Sale of Property.</b>
<b>Program income is defined as gross income received by the locality directly generated by a grant supported activity</b> , i.e. acquired or performed with grant funds, or earned only as a result of the grant agreement during the grant period. The only appropriate treatment for program income is for the locality to dedicate the income to uses permitted under grant policies and procedures to improve the administration of the grant. For example, program income may be used to pay for on-going costs to operate and maintain equipment such as license fees, maintenance, equipment upgrades and replacement, training of election staff and poll workers, storage, etc. <b>Proceeds from the sale of equipment will be handled in accordance with the requirements of 41 CFR §105–71.132.</b>
<b>Locality: Responsible for “Procedure for the Disposal of Grant Funded Assets”.</b>
See GREBook, 30, Attachment 30.4 #3, which by reference is incorporated into this document.

<b>18. PRINTED Name - General Registrar (GR)</b>	<b>19. GR Signature</b>	<b>Date</b>
<b>State Board of Elections USE ONLY</b>		
The State Board of Elections has approved the disposition of the above listed property.		
<b>20. PRINTED Name - Approving Officer (SBE)</b>	<b>21. SBE Signature</b>	<b>Date</b>



## *Procedure for the Disposal of Grant Funded Assets*

- I. Purpose:** To provide guidance in the management of the disposal of capital, Information Technology (**I.T.**) assets (**equipment**) that have been purchased with grant funds and to provide an audit trail that documents and supports its ultimate removal from the registrar's office. (**Equipment** will include controllable I.T. assets, e.g. computers, poll books, flash drives, etc. that have a hard drive/memory as well as any asset valued at \$5,000 or more. This does NOT include controllable I.T. assets like scanners or printers.)
- II. Scope:** The information provided in this procedure addresses the management and disposal of all grant funded equipment.
- For the purpose of this Procedure, *disposal* refers to the process by which the general registrar office prepares Capital, controllable or IT assets for disposal, surplus, or transfer.
- III. Justification:** State and federal legislation has been implemented to properly dispose of equipment as well as to protect the information of voters when disposing of I.T. equipment. It is common today to hear about instances of private or confidential data being found on computer hard drives and mobile storage devices that have been returned, donated, sold or disposed of. Permanently erasing the information from hard drives and mobile storage devices prevent the unauthorized retrieval of data and allows the media to be safely returned to the manufacturer or to be disposed of as required by law.
- IV. Overview:** Equipment may be considered for disposal when it can no longer be used by the locality. The "**Laws, Standards, Policies & Procedures**" in **Section VI (Standards)** of this procedure provide direction related to the identification of appropriate management and disposal of equipment. Consistent with the *Standards*, a step-by-step procedure for the disposal of equipment is provided in the "**Key Steps**" in **Section V** below.

### **V. KEY STEPS IN THE DISPOSAL OF EQUIPMENT**

- Step 1:** Print the "*Checklist for the Disposal of Grant Funded Assets*" (**Checklist – GREBook – 30, Attachment 30.4 #4**). Complete, sign, and date the *Checklist*.
- Submit the Checklist with the "*Surplus and Disposition Report for Grant Funded Assets*". (See Step 2.)

## ***Procedure for the Disposal of Grant Funded Assets***

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- Step 2:** **Approval** - Grant funded equipment is **NOT** to be disposed of without **PRIOR** submission and approval of the ***Surplus and Disposition Report for Grant Funded Assets (Report - GREBook – 30, Attachment 30.4 #2)*** by the State Board of Elections Business Manager or the Business Manager’s designee.
- Step 3:** **Report** - Provide the required information for the disposal of the equipment as requested on the **Report**. A locality must maintain an inventory of assets purchased with grant funds. (See ***“Inventory Record for Grant Funded Assets”, Attachment 30.4 #1***) A locality may use a separate inventory list as long as all required information shown on the **Report** is included for each asset and is **accompanied by the signed, original Report** that states **“See attached”**.  
Indicate “N/A” (Not Available) on the **Report** where the federally required information (*41 CFR § 105-71.132*) for an asset is not available and document why it is not available.
- Step 4:** **Physical Security** – If applicable, establish internal processes to identify and ensure the physical security of I.T. equipment with hard drives/memory that may be awaiting disposal.
- Step 5:** **Data Sanitization** – If applicable and prior to disposal, the general registrar is responsible for ensuring that I.T. equipment has been sanitized appropriately. All data stored in memory of I.T. equipment **must be removed**.

Data Sanitization is the process of removing data from a device in order to ensure that it cannot be recovered or reconstructed. There are four basic methods of data sanitization, each appropriate for different situations. Each provides varying levels of protection for the confidentiality for the information contained on the I.T. asset. Methods of data sanitation are listed below along with a description of each method.

<b>Type:</b>	<b>Description:</b>
<b>Disposal</b>	<i>Discarding media without sanitizing. Appropriate if a loss of confidentiality of the information would have no impact on the organization.</i>
<b>Clearing</b>	<i>Protects confidentiality of information against keyboard attack. Overwriting may not be sufficient to address the sensitivity of information containing devices that have been used to store databases of individual records.</i>

## ***Procedure for the Disposal of Grant Funded Assets***

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**Purging** *Protects confidentiality of information against laboratory attack. Executing the secure erase firmware command on a disk drive and degaussing are acceptable methods of purging. Degaussing is not effective for optical media (e.g., CDs, DVDs).*

**Destroying** *Intent is to completely destroy the media. Can be accomplished using a variety of methods including disintegration, incineration, pulverizing, shredding and melting. Optical media (e.g., CDs, DVDs) must be destroyed by pulverizing, shredding or incineration.*

### **Step 6:**

**Disposal Mechanism** - Once security considerations have been addressed, equipment may be ready for disposal. At this point, general registrars must evaluate and determine the appropriate disposal mechanism. An effective disposal process is one that seeks to maximize reuse prior to considering recycling or waste options. Doing so may help to minimize disposal costs, benefit another organization and reduce waste in the landfills.

The general registrars may use the equipment in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by federal funds.

When no longer needed for the original program or project, the equipment may:

**6.a.** - Be used in other activities currently or previously supported by a federal agency.

**6.b.** - Be used when acquiring replacement equipment, i.e. the locality may use the asset to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

**6.c.** - Be retained, sold or otherwise disposed of when an asset has a current per-unit fair market value of *less than \$5,000* with no further obligation to the SBE, except when an I.T. controllable asset that has a hard drive/memory, e.g. computers, poll books, flash drives, etc.. In that case, the locality must complete the ***Surplus and Disposition Report for Grant Funded Assets (Report)***.

**6.d.** - Be retained, sold or otherwise disposed of when the equipment has a current per-unit fair market value *equal to or in excess of \$5,000*. However, the SBE shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the grant's share of the asset, e.g. SBE

## ***Procedure for the Disposal of Grant Funded Assets***

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provided 90% of the funding for the Voting Machine; the SBE shall have a right to 90% of the price for which the machine is sold upon disposal as well as the completion of the **Report**. 41 C.F.R. Subpart § 105-71.132 (e)(2)

**Note:** SBE does not necessarily intend to demand or require the proceeds from the sale of the asset. It is the policy of SBE to allow for use of funds for replacement or additional funding for the HAVA program.

**6.e.** - Sell, trade, re-cycle, donate, or otherwise dispose of the equipment as the general registrar deems prudent once the sanitation of any I.T. equipment has been secured. The SBE emphasizes re-use as the preferred method of disposal, e.g. sell or transfer to other general registrar offices, schools, other local government offices, or non-profits. Recycling and finally, Electronic Waste are, also, mechanisms for disposal.

### **Step 7:**

**Disposal Records and Reporting** - It is the responsibility of federal and state agencies, as well as the general registrar's office to maintain an up-to-date asset management and financial system, in order to be able to respond to any reporting requirements regarding the disposal of any equipment.

In keeping with the Code of Virginia's mandate, the Library of Virginia has developed Records Retention & Disposition Schedules outlining the disposition of public records, including all records documenting the disposal of I.T. assets. <http://www.lva.virginia.gov/agencies/records/retention.asp>

## ***Procedure for the Disposal of Grant Funded Assets***

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### **VI. LAWS, STANDARDS, POLICIES & PROCEDURES:**

The SBE directs the general registrars' offices to the following federal and state laws for more specific directives and guidance.

#### **HELP AMERICA VOTE ACT OF 2002 (HAVA-2002); Sections 221 and 303;**

This is the federal law that provided the original funding for assets, e.g. computers. Section 221 required the Development Committee to establish technical support guidelines. Section 303 holds the state and locality jointly accountable for voting equipment security. [http://www.eac.gov/assets/1/workflow\\_staging/Page/41.PDF](http://www.eac.gov/assets/1/workflow_staging/Page/41.PDF)

#### **NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST):**

The NIST established the technical support guidelines required by the HAVA-2002 with the issuance of the NIST Special Publication 800-88, "Guidelines for Media Sanitization" – Computer Security Sept. 2006. [http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88\\_with-errata.pdf](http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_with-errata.pdf)

#### **UNITED STATES CODE - Title 42 – The Public Health and Welfare, Chapter 146—Election Administration Improvement (§§ 15361 and 15483)**

The technical support provided shall include the security of computers, computer networks, and computer data storage used in voting systems, including the computerized list.

The appropriate State or local official shall provide adequate technological security measures to prevent the unauthorized access to the computerized list.

#### **COMMONWEALTH OF VIRGINIA: Removal of Commonwealth Data from Electronic Media Standard (SEC514-03)**

<http://www.vita.virginia.gov/library/default.aspx?id=537>

#### **COMMONWEALTH OF VIRGINIA: IT Information Security Standard (SEC501-07.1)** <http://www.vita.virginia.gov/library/default.aspx?id=537>

The Virginia Information Technologies Agency (VITA) established the standards based upon the Code of Virginia requirements.

#### **VIRGINIA ELECTION LAWS: Code of Virginia - §§ 24.2-625 and Section 24.2-625.1** <http://leg1.state.va.us/000/src.htm>

The locality is accountable for the voting equipment security.

**Records Retention/Disposition:** Commonwealth Accounting Policies and Procedures (CAPP) Manual - 21000 - <http://www.doa.virginia.gov;>  
<http://www.lva.virginia.gov/agencies/records/retention.asp>

Under *Code of Virginia* § 42.1-85, the Library of Virginia (LVA) has the authority to issue regulations governing the retention and disposition of state and local public records.

**Program Income : Code of Federal Regulations (CFR) - 41 CFR 105-71.125 -**  
<http://cfr.regstoday.com/41cfr105-71.aspx>

## ***Procedure for the Disposal of Grant Funded Assets***

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Program income means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period. "During the grant period" is the time between the effective date of the award and the ending date of the award reflected in the final financial report. Program income includes income from fees for services performed, from the use or rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under a grant agreement, and from payments of principal and interest on loans made with grant funds. Except as otherwise provided in regulations of the federal agency, program income does not include interest on grant funds, rebates, credits, discounts, refunds, etc. and interest earned on any of them.

**Equipment:** 41 C.F.R. Subpart § 105-71.132 - <http://cfr.regstoday.com/41cfr105-71.aspx>

(b) A State will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Other grantees and sub-grantees will follow paragraphs (c) through (e) of this section.

**Controllable Assets:** Commonwealth Accounting Policies and Procedures (CAPP) Manual – 30305 - <http://www.doa.virginia.gov>

Tangible property that has an expected life of greater than one year and a value or cost less than \$5,000 at the date of acquisition may be considered controllable and may be entered in FAACS by all central users at the discretion of the agency to provide accountability and to help safeguard the asset.

**Fixed Asset and Lease Accounting:** CAPP Manual - 30000 - <http://www.doa.virginia.gov>

Surplus assets are those assets that are not currently in use. Assets that are no longer in use and remain in the possession of the agency are considered surplus property and not a disposal. Assets not in operable condition may also be classified as surplus.

Unless agency management considers assets useful by others in the organization at some future time, the assets may be considered disposable. A disposal action is appropriate only when certain conditions occur resulting in an asset no longer being in the possession of the agency.

Capital assets can be disposed of in one of six ways: sale or trade-In, abandonment, lost or stolen, transfer, casualty loss, or cannibalization.

Only when the asset is no longer in the possession of the agency because of one of the six conditions listed above is the disposal action appropriate. For an asset to be no longer under the control of the agency generally means that it is no longer at the agency. For example, it usually will have been either sold or auctioned for surplus or transferred to DGS to be sold or auctioned at a later date. It could have been lost or stolen. It could have been traded-in.

## ***Procedure for the Disposal of Grant Funded Assets***

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**Inter- and Intra- Agency Transactions: CAPP Manual - 20400 -**  
<http://www.doa.virginia.gov>

Each locality must properly account for the transfer of the assets, e.g. computers. Therefore, if you transfer I.T. assets to other offices, please ensure that you do so keeping in mind what you must do upon your transfer of physical custody and reporting of the financial transaction, e.g. any funds received may need to be recorded.



### *Checklist for the Disposal of Grant Funded Assets*

- Review the **“Procedure for the Disposal of Grant Funded Assets”** (GREBook, Chapter 30, **Attachment 30.4 #3**).

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- Attach **“Grant Asset Inventory Record”** (GREBook, Chapter 30, **Attachment 30.4 #1**), if necessary to **“Report”**. (A locality may use a separate form as long as all required information is present, and accompanied by a signed, original **“Grant Asset Inventory Record”** that states, “See attached..”)

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- Complete **“Surplus and Disposal Report for Grant Funded Assets** (GREBook, Chapter 30, **Attachment 30.4 #2**), i.e. **“Report”**.

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- Submit **Report** to SBE Business Manager or Designee via scan and e-mail (preferable) to **Fiscal@SBE.Virginia.gov** or by fax at: **(804) 786-1484**.

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- Receive approved **“Report”** from SBE Business Manager or Designee to dispose of equipment.

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- Ensure physical security of I.T. grant funded asset to be disposed.

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- Ensure that the I.T. grant funded asset is cleaned of all personal or confidential data.

#### **Choose Method of Disposal:**

- Use the asset or IT piece of equipment for other activities by a federal agency.

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- Trade in or sell the properly and use the proceeds to offset cost of a replacement.

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- When an asset has a fair market value of *less than \$5,000*, there is no further obligation to SBE, except to fill out the **“Report”** and submit **“Report”** to SBE for approval.

- You must be aware that Federal Regulations require that when asset has a fair market value equal to or greater than \$5,000, the SBE may have a right to the proceeds from the sale, dependent upon the percentage of value provided at the initial purchase. For example, if the SBE provided 90% of funding for the asset, SBE shall have a right to 90% of proceeds from the sale. **Note:** SBE does not necessarily intend to demand or require the proceeds from the sale of the asset. It is the policy of SBE to allow for use of funds for replacement. The **“Report”** must be submitted for approval.

- Properly dispose of assets.

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- Update your locality Asset Management and Disposal Records.

TIME & EFFORT REPORT. (See TEMPLATE in SharePoint for reporting T&E.)

Virginia State Board of Elections

Employees Time & Effort Reporting Log - Federal & State

-- Calendar Year: 2013

Employee: 1. Place Cursor in Box. ----->  
 Employee Position No. 1. Place Cursor in Box. ----->  
 Reporting Period: 1. Place Cursor in Box. ----->

**EMPLOYEES FILL IN HIGHLIGHTED AREAS AS APPROPRIATE.**

Please complete this form carefully. Federal laws require employees paid from a combination of funds, of which one fund is a federal program, must maintain time and effort distribution records in accordance with OMB Circular A-87. This is the SBE's effort in conjunction with your Employee Work Profile and the actual time you spent on federal projects(s) to meet federal requirements. If you are devoting effort to a project, which is not listed on the form, you are paid from the State General Fund. Please record this on the appropriate line below. **Each month MUST total to 100%.** In addition, the **average for the quarter MUST total to 100%.**

		HAVA EXPENSES ONLY			
		Select the appropriate month for this quarter.			
Project Account Code (Fund Code 1000)	Project Description	January	February	March	Average for Quarter
40030	Sec 301 Voting System Standards & Technology (see Public Law 107 252 Title III Section 301)				-
40030-30	Sec 303a Computerized Statewide Voter Registration List				-
40030-40	<b>Improving the Administration of Elections</b> (Use ONLY after Title III requirements are met. Title III HAS BEEN MET.) This Project Code for labor now includes employment costs for: Provisional Voting ; Voter Registration by Mail Standards; E-pollbooks; Educating Voters (Voting procedures, rights, and technology; Establishing Toll Free Telephone Hotlines; and Uniformed & Overseas Citizens Absentee Voting.				-
40030-60	Training Election Officials, Poll Workers, Election Volunteers (use ONLY after Title III requirements are met)				-
<b>HAVA Grant Sub-Total =</b>		-	-	-	-
<b>Fund Code 0100</b>	<b>State General Fund</b>				-
<b>TOTAL MONTHLY PERCENTAGES</b>		-	-	-	-
		<b>Must=100:</b>	<b>Must=100:</b>	<b>Must=100</b>	<b>ALL 3 Months Must=100 and = "TRUE"</b>

I hereby certify that the distribution of effort reflected above represents a true and reasonable estimate of actual work performed for this period.

\_\_\_\_\_  
*Employee's Signature* \_\_\_\_\_  
*Date*

I hereby certify that 1) I am a responsible official having first hand knowledge of the work performed and 2) to the best of my knowledge, the distribution of time and effort reflected above represents a true and reasonable estimate of actual work performed by this employee for this period:

1. Place Cursor in Box.  
 \_\_\_\_\_  
*Supervisor's Signature* \_\_\_\_\_  
*Date*