



Memorandum

To: John Szerlag, City Manager
From: John M. Lamerato, Assistant City Manager/Finance and Administration
Tonni L. Bartholomew, City Clerk
Date: February 13, 2006
Subject: AGENDA: State of Michigan QVF Digitized Signature Project Grant
Application Authorization

The City of Troy is slated to receive a new Qualified Voter File (QVF) Server and Oracle Software Upgrades to the City's Voter Registration and Election Management System. As part of the implementation process of the Help America Vote Act (HAVA), the City is required to submit a grant application to the State of Michigan, prior to the February 22, 2006.

City Management recommends the adoption of the attached resolution with immediate forwarding to the State of Michigan.



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

DATE: February 7, 2006
TO: QVF Sites
FROM: Department of State, Bureau of Elections
SUBJECT: New QVF Equipment/Grant Agreements

New QVF Equipment: Over the next several months we will implement some exciting changes that will greatly improve the administration of elections in Michigan. The Help America Vote Act (HAVA) and election consolidation bring both opportunity and new demands on the QVF. The first of several positive changes you will see in coming months is the rollout of new QVF servers to all State funded QVF sites. This rollout will begin in late February or early March. The new equipment signifies the beginning of our effort to transfer digitized signatures from the Secretary of State's Drivers License File to the QVF database. The equipment will also allow us to offer some new training options through the use of DVDs. Each server will include a DVD drive. We will also include a new 19-inch flat screen monitor to more conveniently accommodate additional QVF fields and to easily display digitized signatures. We will also provide new barcode scanners. In addition to the rollout of these hardware enhancements, the Bureau of Elections is also making preparations to offer a new remote QVF technology to sites that do not have their own QVF equipment.

Grant Agreement: In order for the State to purchase new equipment on your behalf using HAVA funds, each jurisdiction must complete a Grant Agreement. This is similar to the process required for the recent purchase of voting equipment, with one helpful exception. The person who signs the Grant Agreement must be authorized to do so, but the agreement does not require a separate Proof of Authority. QVF sites must complete the attached Grant Agreement form before their new equipment order can be placed. Please complete the Grant Agreement form, and then return the signed document to the address provided on the Grant Agreement as soon as possible, but no later than February 22, 2006. Please keep in mind that the purchase process cannot begin until a grant agreement has been returned.

Windows 95 Client Machines Obsolete: Our recent upgrade to Oracle 10g (the QVF's database management software) adversely affects all sites that currently employ QVF clients operating on the Windows 95 Operating System. Since Windows 95 client machines will not work effectively with anticipated enhancements to the QVF, jurisdictions should consider their options for the replacement of these client machines. One good option is to replace a current Windows 95 client with your existing Windows 2000 server as the rollout process takes place. Sites with more than one Windows 95 client may wish to order additional machines using the State contract to take advantage of our pricing. Please contact the QVF Helpdesk for details on placing orders through the State contract. If you wish to place a separate order, we are recommending the following standards for replacement client machines:

STATE OF MICHIGAN
MICHIGAN DEPARTMENT OF STATE
AND
CITY OF TROY
GRANT AGREEMENT

QUALIFIED VOTER FILE INFRASTRUCTURE UPGRADE
HAVA DIGITIZED SIGNATURE PROJECT

FUNDED BY HELP AMERICA VOTE ACT (HAVA), TITLE II, SECTION 251

This Grant Agreement is between the Michigan Department of State ("Department") and **City of Troy** ("Grantee"). This document shall constitute the Grantee's agreement for the receipt of federal financial assistance provided to the State under the provisions of Title II, Section 251, of the Help America Vote Act (HAVA), CFDA 90.401. The Department refers to this program as the HAVA Digitized Signature - Qualified Voter File (QVF) Refresh Project.

The purpose of this grant is to upgrade the Qualified Voter File infrastructure to meet the digitized signature objective of Michigan's HAVA State Plan. In order to meet this objective, the Department must replace remote workstations for certain QVF local sites throughout the state and upgrade these sites to a more current version of the Oracle database management system.

1. Grant Period:

Original grant agreements must be signed and returned by February 22, 2006. **No photocopies, faxed copies, or altered Grant Agreements will be accepted.** Agreements should be returned to:

Carri Simon
Michigan Department of State
Financial Services Division
430 West Allegan, 4th Floor
Lansing, MI 48918

2. Program:

This program provides a QVF system upgrade in 2006. A system upgrade consists of one QVF server using the Windows XP operating system, and Oracle database software. For a list of technical specifications, please refer to the attachment A.

The equipment covered by this Grant Agreement will replace only current QVF system (s); any non-QVF software that has been locally installed on the current equipment will not be replaced. Although other uses are acceptable, the primary use of the equipment covered by this Grant Agreement must be QVF related. If this equipment is no longer used for QVF activities, the Department must be notified.

3. This program is a one-time purchase of computer equipment used by certain jurisdictions to access the QVF. This program includes only the equipment described in attachment A. The purchase and maintenance of additional workstations, laser printers and other peripheral equipment not included in this grant agreement remain the sole responsibility of each QVF site. Maintenance of the equipment included in this program is the sole responsibility of each QVF site once any applicable warranties expire.

4. Performance:

The Department will review and, once approved, provide the Applicant with a copy of a fully executed Grant Agreement signed by a signatory from the **City of Troy** and the Department of State. The Department and or a designated representative will process all system orders. The department will also coordinate the installation of these systems. Upon installation the grantee must confirm the completion of the installation on a form provided by the Department.

5. Ownership:

Any equipment and software purchased pursuant to this Grant Agreement is the property of the jurisdiction.

6. Records Maintenance and Retention:

The Grantee will maintain a copy of all records pertaining to this program for a period of not less than six years from the date of the Department's final expenditure report to the federal government, or until any litigation or audit findings have been resolved.

7. Mandatory Conditions:

Laws

This is a State of Michigan Grant Agreement and is governed by the laws of the State of Michigan. Any dispute arising as a result of this agreement shall be resolved in the State of Michigan.

Validity

This Grant Agreement is valid upon approval by the State Administrative Board and approval and execution by the Department.

Funding

This Grant agreement is subject to and contingent upon the availability and appropriation of federal funds and any necessary State appropriation.

Costs

The State will not assume any responsibility or liability for costs incurred in relation to this Grant Agreement.

Cancellation

The Department may cancel this Grant Agreement upon failure to comply with the terms of the grant.

Entire Agreement

8. Certification/Signature:

The following signatory certifies s/he is authorized to sign and bind the **City of Troy** to this Grant Agreement. Further, the person signing has reviewed and agrees to the conditions as outlined in this grant, and has personally examined and is familiar with the information submitted herein, as well as the requirements of the Help America Vote Act under which this grant has been submitted.

For the (COUNTY/JURISDICTION):

Name (print)

Title (print)

Signature

Date

For the State of Michigan, Department of State:

Joseph P. Pavona
Chief Financial Officer

Date

ATTACHEMENT A

QUALIFIED VOTER FILE INFRASTRUCTURE UPGRADE HAVA DIGITIZED SIGNATURE PROJECT

TECHNICAL SPECIFICATIONS

Base PC: OptiPlex GX620 Desktop, PentiumD 820/2.8GHz, Dual Core, 2X 1M 800FSB (221-9192)

Memory: 2.0GB, Non-ECC,533MHz DDR2 4x512, OptiPlex GX620 (311-5018)

Keyboard: USB Enhanced Multimedia Keyboard, English, OptiPlex (310-6611)

Monitor: Dell UltraSharp 1905FP Flat Panel with Height Adjustable Stand, 19.0 Inch VIS, OptiPlex Precision and Latitude (320-4109)

Video Card: Integrated Video, GMA950 Dell OptiPlex GX620 (320-4269)

Hard Drive: 80GB SATA, 7200 RPM, Hard Drive with Data Burst Cache Dell OptiPlex GX620 or GX520 (341-2283)

Operating System: Windows XP Professional Service Pack 2, with Media, Dell OptiPlex, English, Factory Install (420-4850)

Modem: V.92, PCI, Data/Fax Modem, Full Height, OptiPlex GX620 or GX520 Desktop or Mini-tower (313-3323)

CD/DVD-ROM Drive: 48X32 CDRW/DVD-Combo, with Cyberlink Power DVD, Dell OptiPlex GX620 or GX520 Desktop or Mini-tower (313-3337)

Sound Card: Integrated AC97 Audio, OptiPlex (313-8170)

Speakers: Dell AS501 Sound Bar for all Ultra Sharp Flat Panel Displays for OptiPlex (313-3434)

Software: Oracle Database Version 10g, QVF.

Bar Code Reader: Metrologic MS 9540 Voyager CG Barcode scanner handheld 72 line/sec decoded USB