



# Board of County Commissioners Agenda Request

**4A**  
Agenda Item #

**Requested Meeting Date:** March 8, 2022

**Title of Item:** HAVA Grant Application

|   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> REGULAR AGENDA<br><input type="checkbox"/> CONSENT AGENDA<br><input type="checkbox"/> INFORMATION ONLY  | <b>Action Requested:</b><br><input type="checkbox"/> Approve/Deny Motion<br><input checked="" type="checkbox"/> Adopt Resolution (attach draft)<br><small><i>*provide copy of hearing notice that was published</i></small> | <input type="checkbox"/> Direction Requested<br><input type="checkbox"/> Discussion Item<br><input type="checkbox"/> Hold Public Hearing* |
| <b>Submitted by:</b><br>Chris Sutch   |   | <b>Department:</b><br>IT  |
| <b>Presenter (Name and Title):</b><br>Chris Sutch, IT Manager   |   | <b>Estimated Time Needed:</b><br>5 Minutes  |
| <b>Summary of Issue:</b><br><p>The Office of the Minnesota Secretary of State (OSS) is currently soliciting applications from counties for grants under the 2022 Help America Vote Act (HAVA) Grants Program.</p> <p>While the Official Deadline for application has passed, Aitkin County has been granted an extension to complete the application process.</p> <p>The Aitkin County IT department intends to utilize these funds to add additional security cameras to the Judicial and Government Center grounds &amp; buildings.</p> |   |   |
| <b>Alternatives, Options, Effects on Others/Comments:</b><br><p>The HAVA Grants Program does not require counties to match any amount of funding to be eligible to receive a grant award amount.</p>  |   |   |
| <b>Recommended Action/Motion:</b><br><p>Adopt resolution authorizing The Aitkin County Auditor's office and Information Technology Department to apply for the HAVA grant from the MN Secretary of State.</p>   |   |   |
| <b>Financial Impact:</b><br><p>Is there a cost associated with this request?      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>What is the total cost, with tax and shipping? \$</p> <p>Is this budgeted?      <input type="checkbox"/> Yes      <input type="checkbox"/> No      <i>Please Explain:</i></p>   |   |   |

Legally binding agreements must have County Attorney approval prior to submission.

By Commissioner: xx

20220308-xxx

HAVA Grant

**WHEREAS**, The Office of the Minnesota Secretary of State (OSS) is currently soliciting applications from jurisdictions for grants to purchase voting equipment.

**WHEREAS**, Each county shall initially be eligible for the following maximum HAVA grant distribution amount: \$20,000 flat-rate per county + \$.287 per Voting Age Population as captured by tile 2020 U.S. Census

**WHEREAS**, Undistributed funds (funds not requested by counties, or funds allocated to counties for which prerequisites are not completed), as well as unspent and returned funds from counties will be subject to follow-on redistribution per a to-be- determined "2nd round" formula.

**WHEREAS**, The HAVA Grants Program does not require counties to match any amount of funding to be eligible to receive a grant award amount.

**WHEREAS**, HAVA Grants Program funds may be used by counties for any improvements or enhancements to accessibility or security of elections. OSS interprets the statutory language to extend to wider IT / network/ and physical security and accessibility improvements and enhancements to county environments (virtual and physical), so long as elections functions are covered within. While OSS may be consulted on potential uses under consideration, counties are expected and encouraged to make autonomous decisions on applicability based on statutory language, and be prepared to defend and justify those decisions if audited. Of note, HAVA Grants Program funding may be applied to meet county matching requirements under the Voting Equipment Grants Authorization (VEGA) Program.

**NOW THEREFORE, BE IT RESOLVED** that the grant application in tile form presented to this board and to be submitted to tile Office of the Secretary of State is hereby approved; and

**THEREFORE, BE IT RESOLVED** that the grant application in the form presented to this board and to be submitted to the Office of tile Secretary of State is hereby approved; and

**BE IT FURTHER RESOLVED** that tile Board directs application for any unused HAVA grant funds to be determined at a later date on the purposes for which the grant is received; and

**BE IT FURTHER RESOLVED** that the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and

**BE IT FURTHER RESOLVED** that when the grant agreement is provided to the chief elections officer of the county, Kathleen Ryan Chief Financial Office for Aitkin County, and Elections Supervisor, that person is delegated the authority to execute that agreement and return it to tile Office of the Secretary of State without further approval by this Board.

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

**STATE OF MINNESOTA}**  
**COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 8<sup>th</sup> day of March 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 8<sup>th</sup> day of March 2022**

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Jessica Seibert  
County Administrator

# 2022 Application for Help America Vote Act (HAVA) Grants Program to Minnesota Counties

In accordance with the requirements of  
Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 41

**Minnesota Secretary of State Steve Simon**

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- C. Prerequisites Descriptions and Completion Details
- D. OSS Election Security / Network Defense Capabilities Questionnaire
- E. Funding Information
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## **Section A. Overview - General Information**

The Office of the Minnesota Secretary of State (OSS) is currently soliciting applications from counties for grants under the 2022 Help America Vote Act (HAVA) Grants Program.

During its 2021 1st Special Session, the Minnesota Legislature, via Chapter 12, Article 1, Sec. 41, directed the distribution of \$3 million from federal Help America Vote Act (HAVA) appropriations as grants to political subdivisions. Per statute, these funds must be used to improve accessibility to, implement security improvements for elections systems for, and/or fund other activities to improve the security of, federal elections. Regularly scheduled state elections in Minnesota are also federal elections.

Upon completion of the prerequisites as described in "Tab C.", each county shall initially be eligible for the following maximum HAVA grant distribution amount:

\$20,000 flat-rate per county + \$.287 per Voting Age Population as captured by the 2020 U.S. Census

Undistributed funds (funds not requested by counties, or funds allocated to counties for which prerequisites are not completed), as well as unspent and returned funds from counties will be subject to follow-on redistribution per a to-be-determined "2nd round" formula.

To assist in identifying potential security gaps against which these and potential future funds could be applied, and to ensure counties are aware and taking advantage of free services and support available from state, federal, and other partners, counties must complete, and certify to the completion of, the program prerequisites described herein in "Tab C." to be eligible to receive these HAVA grant funds. Counties may request, via thorough written justification, excusal from any of the "Tab C" prerequisites based on lack of technical applicability, or county already employing/recently completed the same or similar capability. Excusal will not be considered for reasons related to insufficient staff time or expertise to complete prerequisites, or for similar reasons.

The HAVA Grants Program **does not require** counties to match any amount of funding to be eligible to receive a grant award amount.

HAVA Grants Program funds may be used by counties for any improvements or enhancements to accessibility or security of elections. OSS interprets the statutory language to extend to wider IT / network / and physical security and accessibility improvements and enhancements to county environments (virtual and physical), so long as elections functions are covered within. While OSS may be consulted on potential uses under consideration, counties are expected and encouraged to make autonomous decisions on applicability based on statutory language, and be prepared to defend and justify those decisions if audited. Of note, HAVA Grants Program funding may be applied to meet county matching requirements under the Voting Equipment Grants Authorization (VEGA) Program.

OSS has determined that expenses related to ePollbooks do not constitute improvements to security or accessibility, and are not an appropriate use of HAVA Grants Program funding. Similarly, improvements merely for convenience (i.e. upgrade of central count capability, updated Election Management System with same underlying operating system, etc.) also do not constitute improvements to security or accessibility, and are also not appropriate uses of this funding. This list of limitations should not be considered exhaustive.

Completed HAVA Grants Program applications must be received by the Office of the Minnesota Secretary of State by 4:00 p.m. on Monday, 31 January, 2022. Anticipated award date for funds is Friday, 18 March, 2022. Funds are expected to be used for the purposes described above in advance of, and in preparation for the 08 November, 2022 Minnesota Statewide General Election. Specific details on final end-date for expenditure of funds, follow-on reporting related to all expended funds, and process and dates for returning awarded, but unused funds to the Office of the Minnesota Secretary of State will be provided in separate, forthcoming guidance.

In order to apply for these funds, counties must answer all questions fully and completely on this application. Click on the applicable tabs below to provide the required information to complete this application. All county applications must include a resolution from the county board of commissioners approving the application for these funds.

**Section B. Contact Information**

|  |  |
|--|--|
| County   | Aitkin County  |
| Name of county Election Leader Submitting Application:   | Kathleen Ryan  |
| Full title of county Election Leader Submitting Application:   | Chief Deputy Auditor / CFO   |
| Name / full title of county IT Leader that has assisted in preparation of this application, and with completion of all required prerequisites: | Eric Van Drew  |
| Mailing Address of Election Leader Submitting Application: (Street/P.O. Box)   | Aitkin Couty<br>307 2nd Street NW<br>Room 121<br>Aitkin, MN 56431                |
| City   | Aitkin   |
| State  | MN   |
| Zip Code   | 56431  |
| E-Mail Address of Election Leader Submitting Application:  | <a href="mailto:kathleen.ryan@co.aitkin.mn.us">kathleen.ryan@co.aitkin.mn.us</a> |
| Phone:   | 218-927-7265   |
| FAX:   | n/a  |
| Federal Tax ID # of Jurisdiction:  | 41-6005749   |

**Section C. Prerequisites**

|  |   |               |
|--|---|---------------|
| <b>Mandatory:</b>  |   |               |
| <u>1. Complete the Nationwide Cyber Security Review (NCSR) (found here)</u>  |   |               |
|  | Typed name and title of county IT Leader completing NCSR:   | Eric Van Drew |
|  | Date NCSR Completed:  | 2/14/2022     |
|  | Date NCSR system-generated completion certificate forwarded to bill.ekblad@state.mn.us:                 | 2/17/2022     |
| <b>2. Schedule* a Virtual Service Review (VSR) with Elections Infrastructure - Info Sharing and Analysis Center (EI-ISAC) Minnesota Account Manager, Paul Jones (paul.jones@cisecurity.org)</b>  |   |               |
|  | Scheduled date of VSR:  | 2/17/2022     |
|  | Typed name and title of county Elections Leader that will attend VSR:                                   | Kathleen Ryan |
|  | Typed name and title of county IT Leader that will attend VSR:  | Chris Sutch   |
| <b>3. Schedule* a virtual discussion with MN.IT SOC Cyber Navigator (Pete Alsis, peter.alsis@state.mn.us) to discuss the Statewide Security Monitoring Initiative (SSMI) and other MN.IT security support available to Minnesota counties.</b> |   |               |
|  | Scheduled date of MN.IT SOC Cyber Navigator virtual discussion:   | 02.23.2022    |
|  | Typed name and title of county IT Leader that will attend MN.IT SOC Cyber Navigator virtual discussion: | Eric Van Drew |
| * Required engagements with EI-ISAC and MN.IT must be scheduled prior to formal application for HAVA grant funds, and completed prior to expected award date of funds, (i.e. no later than 15 March, 2022)                                     |   |               |
| <b>4. Complete OSS Election Security / Network Defense Capabilities Questionnaire (Tab D.)</b>   |   |               |

|   |  |                         |
|---|--|-------------------------|
|   | Typed name and title of county IT Leader that has completed Tab D:   | Eric Van Drew           |
| <b>"Menu" Options:</b>  |  |                         |
| <b>Complete one of "A" or "B" below:</b>  |  |                         |
|   |  |                         |
| <u>A. EI-ISAC's "Election Infrastructure Assessment Tool" (EIAT - found here)</u>   |  |                         |
|   | If this option selected, Typed name and title of county Elections Leader that completed EIAT:                          |                         |
|   | Typed name and title of county IT Leader that assisted with completion of EIAT:  |                         |
|   | Date EIAT Completed:   |                         |
|   | Date EIAT system-generated completion certificate (or similar) forwarded to bill.ekblad@state.mn.us:                   |                         |
|   |  |                         |
| <u>B. CISA's "Election Risk Profile Tool" (ERPT - found here)</u>   |  |                         |
|   | If this option selected, typed name and title of county Elections Leader that completed ERPT:                          | Kathleen Ryan           |
|   | Typed name and title of county IT Leader that assisted with completion of ERPT:  | Chris Sutch             |
|   | Date ERPT Completed:   | 2/22/2022               |
|   | Date ERPT system-generated completion certificate (or similar) forwarded to bill.ekblad@state.mn.us:                   | 2/25/2022               |
|   |  |                         |
| <b><u>Request / schedule* any two of A through D CISA Cyber Hygiene Services listed below (details for all found here):</u></b> |  |                         |
|   |  |                         |
| A. Vulnerability Scanning (highly recommended as most valuable, and readily available service)                                  |  |                         |
|   | If this option selected, typed name and title of county IT Leader that requested CISA Vulnerability Scanning services: | Chris Sutch, IT Manager |

|  |   |                         |
|--|---|-------------------------|
|  | Date of e-mail request to <b>vulnerability_info@cisa.dhs.gov</b> (cc: bill.ekblad@state.mn.us) requesting CISA Vulnerability Scanning services:       | 3/1/2022                |
|  | Expected begin date for CISA Vulnerability Scanning services (if known, from CISA):   |                         |
|  |   |                         |
| B. Web Application Scanning (also readily available)           |   |                         |
|  | If this option selected, typed name and title of county IT Leader that requested CISA Web Application Scanning services:                              |                         |
|  | Date of e-mail request to <b>vulnerability_info@cisa.dhs.gov</b> (cc: bill.ekblad@state.mn.us) requesting CISA Web Application Scanning services:     |                         |
|  | Expected begin date for CISA Web Application Scanning services (if known, from CISA):   |                         |
|  |   |                         |
| C. Phishing Campaign Assessment (long lead-time to completion) |   |                         |
|  | If this option selected, typed name and title of county IT Leader that requested CISA Phishing Campaign Assessment services:                          | Chris Sutch, IT Manager |
|  | Date of e-mail request to <b>vulnerability_info@cisa.dhs.gov</b> (cc: bill.ekblad@state.mn.us) requesting CISA Phishing Campaign Assessment services: | 3/1/2022                |
|  | Expected begin date for CISA Phishing Campaign Assessment services (if known, from CISA):   |                         |
|  |   |                         |
| D. Remote Penetration Test (long lead-time to completion)      |   |                         |



## Section D. OSS Election Security / Network Defense Capabilities Questionnaire

**Instructions:** In a paragraph or less (per topic below), a county IT Leader with in-depth knowledge of the county's overall network security environment should address each topic. Responses should be from the overall county network perspective, not just as may relate to elections-related systems. Additionally, responses should address all elements posed within the questions, but may expand beyond, as required to convey all required context. Responses may be entered directly into corresponding cells of this grant application spreadsheet (preferred), or attached as a separate MS Word document to the final grant application e-mail, alongside this spreadsheet. All responses will be treated by OSS as "Security Data" and protected from public data requests in accordance with M.S. 13.37.

**1. Web Application Firewall:** Does your county currently employ this capability? If so, does it protect election-related sites, systems or capabilities? If not, are you familiar with the technology? Are you aware of potential instances within your network environment that could benefit from employment of this technology?

**Response: No**

**2. IP Reputation Database:** Does your county currently employ this capability? If so, briefly describe how you perform this function. If not, are you familiar with the technology?

**Response: No**

**3. Blocking of Bad Traffic and Performing Country Blocks "At the Edge":** Does your county currently employ this best-practice? If so, briefly describe how you perform this function. If not, are you familiar with the best-practice?

**Response: No**

**4. Use of Protected / Reliable Domain Name System (DNS):** Does your county currently employ this capability? If so, briefly describe how you perform this function. If not, are you familiar with the capability?

**Response: Yes**

**5. Use of HTTPS Encryption:** Does your county currently employ this capability? If so, does it protect election-related sites, systems or capabilities? If not, are you familiar with the capability?

**Response: Yes**

**6. Use of Domain Name System Security Extensions (DNSSEC):** Does your county currently employ this capability? If so, please describe how you perform this function. If not, are you familiar with the technology?

**Response: No**

**7. Use of an Anycast Content Delivery Network:** Does your county currently employ this capability? If so, please describe how you perform this function. If not, are you familiar with the technology?

**Response: No**

**8. Use of Content Delivery Network Caching:** Does your county currently employ this technology? If so, briefly describe how you perform this function. If not, are you familiar with the technology / best-practice?

**Response:**No





**Section F. Certification**

I certify that Help America Vote Act (HAVA) Grant funds will be used only to improve accessibility to, implement security improvements for elections systems for, and/or fund other activities to improve the security of, federal elections, in accordance with OSS guidance included in Tab A of this application. Additionally, I certify that all prerequisite requirements for this program, as described and defined in Tab C have been completed as required. Finally, I further certify that all information provided in this application is true and accurate.

**Name of County:**

**Typed Name of Election Leader Submitting the Application:**

**Full Title of above Applicant:**

**Signature:**

**Typed Name of IT Leader that has assisted in preparation of this application, and with completion of all required prerequisites:**

**Full Title of IT Leader:**

**Date:**

**\*Application must include county board resolution approving application for these funds-**

Prior to signing, please print this Certification page, then sign, scan, and e-mail it with both the completed Excel version of the application (saved with county name in file name), questionnaire responses (if not within this spreadsheet) and copy of county board resolution approving application for HAVA funds to [bill.ekblad@state.mn.us](mailto:bill.ekblad@state.mn.us). Subsequently, send the original, hard-copy application spreadsheet, questionnaire responses, and county board resolution to: Minnesota Secretary of State, Attention: Bill Ekblad, 180 State Office Building, 100 Rev. Dr. Martin Luther King, Jr. Blvd., St. Paul, MN 55155-1299. If you have any questions, please contact Bill Ekblad via e-mail above, or for urgent questions via phone at (443) 995-0537.

**Deadline: All HAVA Grant Applications must be received by 4:00 p.m. Monday, 31 January, 2022.**