



COUNTY OF HUMBOLDT

For the meeting of: 3/10/2026

File #: 26-141

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Authorize the County Administrative Officer, or Designee Thereof, to Execute and Accept Election-Related Grant Agreements with the California Secretary of State

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the County Administrative Officer, or designee thereof, to execute and accept election-related grant agreements with the California Secretary of State, including Secretary of State administered Help America Vote Act (HAVA) grants, in amounts not to exceed \$500,000 per grant; and
2. Establish that this delegated authority shall sunset on January 1, 2030, unless extended by further action of the Board of Supervisors.

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The Humboldt County Office of Elections routinely applies for and administers election-related grant funding made available through the California Secretary of State, including grants funded under the federal Help America Vote Act (HAVA). These grants support activities to improve the administration of elections, enhance election security, modernize election technology, expand language access, improve accessibility, and ensure compliance with state and federal election requirements.

Secretary of State grant programs are highly prescriptive, time-limited, and often require prompt execution of grant agreements in order to secure funding. Providing limited delegated authority to the County Administrative Officer, or a designee thereof, to execute and accept these grant agreements allows the county to respond efficiently to funding opportunities and avoid delays that could jeopardize grant eligibility or implementation timelines.

This requested authority is narrowly tailored. It applies only to election-related grants administered by the California Secretary of State, including HAVA grants, and is limited to grants not to exceed \$500,000 per agreement. Execution authority does not authorize expenditures. As required by law, all grant funds remain subject to the Board of Supervisors' appropriation authority and will be incorporated into the county's budget through the annual budget process or through budget adjustments brought forward for Board

consideration, as applicable.

Grant activity and associated appropriations will continue to be presented to the Board during the normal budget and budget adjustment processes, ensuring transparency and ongoing fiscal oversight.

The proposed delegation of authority includes a sunset date of January 1, 2030, to allow the Board to evaluate the effectiveness of this authority and determine whether continuation is warranted.

SOURCE OF FUNDING:

Secretary of State-Administered Help America Vote Act (HAVA) Grants
Various Election-Related Funds, as applicable

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

There is no direct financial impact associated with this action. Grant agreements executed under this authority do not authorize expenditures. Any spending of grant funds will require Board appropriation through the annual budget process or subsequent budget adjustments.

Grant funding may offset election-related costs that would otherwise be borne by existing Elections funds. No General Fund obligation or backfill is authorized without separate Board approval.

Grant funding received under this authority supports election administration activities and is typically reimbursement-based or project-specific. All grant revenues and associated expenditures will be reflected in the adopted budget or budget adjustments approved by the Board of Supervisors.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

Grant-funded activities may involve staff time related to project implementation, reporting, training, or compliance requirements. Any staffing impacts will be addressed within existing resources or through grant-funded support, as appropriate.

OTHER AGENCY INVOLVEMENT:

California Secretary of State
U.S. Election Assistance Commission (for HAVA funds)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to delegate execution authority. However, this is not recommended, as it could limit the county's ability to timely secure and implement state and federal election grant funding and may result in missed funding opportunities.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A
File No.: N/A