

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

=====

<b>Meeting Date:</b>	<b>August 16, 2011</b>	<input checked="" type="checkbox"/>	<b>Consent</b>	<input type="checkbox"/>	<b>Regular</b>
		<input type="checkbox"/>	<b>Ordinance</b>	<input type="checkbox"/>	<b>Public Hearing</b>

**Department:** Administration  
**Submitted By:** Office of Financial Management and Budget  
**Submitted For:** Supervisor of Elections

=====

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to: ratify the signature of the Chair on the Certification Regarding Matching Funds on a grant agreement with the Florida Department of State in the amount of \$146,531.49 for fiscal year 2012 for federal election activities.

**Summary:** This grant agreement of \$146,531.49 from the Florida Department of State Division of Elections for the voter education, poll worker training, standardizing elections results reporting or other federal elections administrations activities in Palm Beach County as approved by the Department of State requires County matching funds in the amount of 21,979.72 (15%).  
Countywide (DMN)

**Background and Justification:**  
The 2011 Legislature appropriated \$2,000,000 specifically for federal election activities. These funds will be distributed to the Supervisors of Elections pursuant to a formula based on active registered voters in each county as of the 2010 General Election. Funds received pursuant to this Agreement may be spent for any of the following purposes relating to federal election activities:

- Voter education;
- Poll worker training;
- Standardizing election results reporting; or
- Other federal election administration activities, as approved by the Department of State


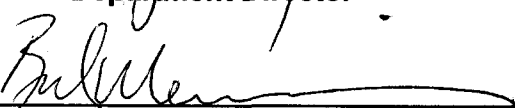
These are the acceptable uses for the funds under the categories listed above:

- Mailing or publishing sample ballots
- Voter information cards
- Advertising or publications outlining voting procedures, voting rights or voting technology;
- Voting System demonstrations;
- Poll worker *training* stipends;
- Training materials for poll workers;
- Voter guides or
- Maintaining online or web-based absentee ballot request and ballot tracking and precinct finder system

These funds must be used to support election activities related only for federal elections (that is, elections in which a federal candidate is on the ballot). If any of the funds are used for an election in which a federal candidate is not on the ballot, the cost must be pro-rated for the portion of the expenditure that is allocable to federal elections. Any of these funds can be used for the 2012 Presidential Preference Primary, Primary Election and General Election.

The 2011 Legislature included the following requirement in the appropriation. *"Supervisors shall also report to the Department any unspent funds remaining on June 30, 2011."*

- Attachments:**
- 1) Memorandum from FL Dept of State – Division of Elections to Supervisor of Elections
  - 2) Memorandum of Agreement 2011-2012-0001 with attachments A, A-1, A-2, A-3, & B
- =====

<b>Recommended by:</b>		<u>8/4/11</u>
	<b>Department Director</b>	<b>Date</b>
<b>Approved By:</b>		<u>                    </u>
	<b>Assistant County Administrator</b>	<b>Date</b>

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	168,511.21	_____	_____	_____
External Revenues	_____	146,531.49	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
Net Fiscal Impact	<u>-0-</u>	<u>21,979.72</u>	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Is Item Included In Current Budget? Yes X No    

Budget Account No.: 0001/180/1109/9021

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] 8/9/11  
OFMB  
8/11/11 8/14/11

[Signature] 8/19/11  
Contract Administration

### B. Legal Sufficiency: -

[Signature] 8/10/11  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director



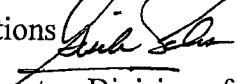
## FLORIDA DEPARTMENT of STATE

RICK SCOTT  
Governor

KURT S. BROWNING  
Secretary of State

SUPERVISORS OF ELECTIONS  
2011 JUL 21 AM 11:12  
PALM BEACH COUNTY, FL

### MEMORANDUM

To: Supervisors of Elections   
From: Dr. Gisela Salas, Director, Division of Elections  
Date: July 15, 2011  
Subject: FY 2011-12 Federal Election Activities Funds

The 2011 Legislature appropriated \$2,000,000 specifically for federal election activities. These funds will be distributed to the Supervisors of Elections pursuant to a formula based on active registered voters in each county as of the 2010 General Election.

Funds received pursuant to this Agreement may be spent for any of the following purposes relating to federal election activities:

- Voter education;
- Poll worker training;
- Standardizing election results reporting; or
- Other federal election administration activities, as approved by the Department of State, such as implementing and maintaining the provisions of the Military and Overseas Voter Empowerment (MOVE) Act and the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

These are the acceptable uses for the funds under the categories listed above:

- Mailing or publishing sample ballots *which must include additional information on voting procedures, voting rights or voting technology*;
- Voter information cards *which must include additional voter education information on voting procedures, voting rights or voting technology*;
- Advertising or publications outlining voting procedures, voting rights or voting technology;
- Voting System demonstrations;
- Poll worker *training* stipends;
- Training materials for poll workers;

Division of Elections

R. A. Gray Building, Room 316 • 500 South Bronough Street • Tallahassee, Florida 32399-0250  
Telephone: (850) 245-6200 • Facsimile: (850) 245-6217

FY 2011-2012 Federal Election Activities Funds

July 15, 2011

Page 2 of 3

- Voter guides, ***which must include voter education information concerning voting procedures, voting rights, or voting technology but shall not contain elected officials' contact information other than the supervisor's contact information***; or
- Maintaining online or web-based absentee ballot request and ballot tracking and precinct-finder system as relates to use in federal elections and for the costs for upgrades and future license fees and maintenance fees for the MOVE Act and other UOCAVA expenditures.

These funds must be used to support election activities related only to federal elections (that is, elections in which a federal candidate is on the ballot). If any of the funds are used for an election in which a federal candidate is not on the ballot, the cost must be pro-rated for the portion of the expenditure that is allocable to federal elections. Any of these funds can be used for the 2012 Presidential Preference Primary, Primary Election and General Election.

In order to receive the funds, the Legislature has required that the Supervisor of Elections provide the Department of State with a detailed description of the programs that will be implemented in the Supervisor's federal election activities plan. The Supervisor shall identify the source of funds (federal funds, county matching funds, other county funds/local) being used for each federal election activity set forth in the plan. ***Samples of any documents and/or publications that you plan to produce as part of these activities must be provided along with the plan.***

The Division has enclosed a federal election activities plan form, ***required to be used when submitting the plan.*** It will simplify the preparation of your plan, and it will expedite the Division's review and allow your check to be mailed to you more quickly. Simply place an X in the box for the programs that you plan to carry out this fiscal year. Please also place an X in the box for the topics that apply to each activity. If the topic is not listed, either write or type in the topic.

There is no need to enter specific dollar amounts on the plan. The dollar amounts will be addressed when you submit your annual financial report due December 31, 2011. Invoices and supporting documents will need to be provided for all HAVA expenditures when submitting your annual financial report.

Please also note, the 2011 Legislature included the following requirement in the appropriation. ***Supervisors shall also report to the Department any unspent funds remaining on June 30, 2011.*** We will send out the reporting form in mid-July this year. If you need to make any changes to your original plan, the revised plan must be submitted in advance, in writing and approved by the Department of State.

FY 2011-2012 Federal Election Activities Funds  
July 15, 2011  
Page 3 of 3

As a reminder, the Chairman of the Board of County Commissioners will be required to provide written certification that the county will match the state funds with a 15% county match. If the county governing body fails to appropriate the matching funds, the Supervisor must return or repay to the State a portion of the funds for which the matching funds applied. Both the federal funds and the county matching funds must be held in a separate interest bearing account to be used solely for federal election activities purposes.

Enclosed are the following documents:

1. Memorandum of Agreement, Receipt and Use of HAVA Funds for Federal Election Administration Activities, MOA #2011-2012-0001 (required to be signed by the Supervisor of Elections);
2. Attachment A, Compliance Requirements;
3. Attachment A-1, Federal Election Activities Plan, form DS-DE 126 (required to be completed and returned by the Supervisor of Elections);
4. Attachment A-2, Certificate Regarding Matching Funds, form DS-DE 127 (required to be signed by the Chairman of the Board of County Commissioners);
5. Attachment A-3, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, ED form GCS-009 (required to be signed by the Supervisor of Elections);
6. Attachment B, FY 2011-12 Federal Election Activities Funds Spreadsheet.

Please return all of these documents to the Division of Elections. You will be provided a copy of the agreement upon execution by the Division.

If you have any questions, please don't hesitate to contact me or the HAVA team.

GS/jd/ma

Enclosures

SUPERVISOR OF ELECTIONS  
2011 JUL 21 AM 11:12  
PALM BEACH COUNTY, FL

**MEMORANDUM OF AGREEMENT**  
**RECEIPT AND USE OF HAVA FUNDS**  
**FOR FEDERAL ELECTION ADMINISTRATION ACTIVITIES**

This agreement is between the State of Florida, Department of State, Division of Elections ("Department"), R.A. Gray Building, 500 South Bronough Street, Tallahassee, FL 32399-0250 and The Honorable Susan Bucher, Supervisor of Elections ("Supervisor"), on behalf of Palm Beach County, Post Office Box 22309, West Palm Beach, FL 33416-2309. This agreement is effective as of the date fully executed by the parties.

**I. GOVERNING LAW**

The Department is authorized pursuant to specific appropriation 2941 of the 2011-2012 General Appropriations Act (see section 6, chapter 2011-69, Laws of Florida), to disburse a total of \$2,000,000 from the Federal Grants Trust Fund (HAVA Account # 261011) to the county supervisors of elections for the fiscal year 2011-2012 ("FY 2011-2012 funds"). Therefore, funds are made available through section 251 of the Help America Vote Act of 2002 (HAVA) and the Catalog of Federal Domestic Assistance (CFDA) 90.401, Help America Vote Act Requirements Payments for improving the administration of federal elections.

**II. SCOPE OF USE AND RESTRICTIONS**

As more specifically set forth in **paragraph 1 of Attachment A**, which is hereby incorporated by reference, the funds granted shall be used for federal election administration activities.

- These funds shall be used to support election activities related only to federal elections (that is, elections in which a federal candidate is on the ballot). If any of these funds are used for an election in which a federal candidate is not on the ballot, the cost must be pro-rated for the portion of the expenditure that is allocable to a federal election. These funds shall not be used to support state or federal lobbying activities but this does not affect the right, or that of any other organization to petition Congress, or any other level of Government, through the use of other resources.
- Prior to receiving FY 2011-2012 funds, the Supervisor must first submit in accordance with **paragraph 2 of Attachment A**: 1) A Federal Election Activities plan (DS-DE 126, Revised 7/5/2011) that details the planned use of the funds; 2) Certification from the county governing body to provide matching funds equal to 15% of the HAVA funds received, [DS-DE 127, Revised 7/5/2011; and 3) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form. Any change, modification or deviation from the activities or expenses initially provided in the plan for use of the funds must be reviewed and approved by the Department prior to expenditure.
- The FY 2011-2012 funds shall be placed in a separate interest bearing account in a qualified public depository as set out in section 280.03, Florida Statutes, and in

accordance with accounting requirements as set forth in paragraphs 3 and 4 of **Attachment A**.

- The Supervisor shall report and account for expenditures in accordance with this agreement and specifically paragraphs 5 and 6 of **Attachment A**.

### **III. DISBURSEMENT**

The Department shall distribute to each eligible county supervisor of elections an amount equal to the funding level per voter multiplied by the number of active registered voters in the county for the 2010 General Election. The Department shall determine the funding level per voter in the state based on that information. The Supervisor shall receive a sum certain as outlined in **Attachment B**, incorporated by reference.

### **IV. MONITORING, AUDITS, AND REPORTING**

The administration of resources awarded to the Supervisor is subject to monitoring, audits, and reporting as described herein.

#### **A. Monitoring**

In addition to reviews of audits conducted in accordance with OMB Circular A-133 (as revised), the Department may provide additional monitoring including on-site visits, and/or other procedures permitted under federal and state law. The Supervisor shall comply and cooperate with any monitoring procedures/processes the Department deems appropriate.

The Department shall closely monitor the Supervisors' annual expenditure reports required by paragraph 5 of **Attachment A** to ensure that the Supervisors expend HAVA funds in accordance with approved plans and will require reimbursement for all expenditures not approved or otherwise authorized. Also, the Department shall ensure that Supervisors report the expenditures made with HAVA funds separately from expenditures made with county funds.

#### **B. Audits**

##### *1. Federal audit/OMB Circular A-133 (as revised)*

If the Supervisor expends \$500,000 (\$300,000 for fiscal years ending before December 31, 2003) or more in federal awards in its fiscal year, a single or program-specific audit must be conducted in accordance with the provisions of OMB Circular A-133 (as revised). This may be satisfied by an audit of the Supervisor of Elections conducted by the Auditor General in accordance with OMB Circular A-133 (as revised). In determining the federal awards expended in its fiscal year, the Supervisor shall consider all sources of federal awards. **Attachment A** indicates federal resources are being awarded under this Agreement. The determination of amounts of federal awards expended shall be in accordance with the guidelines established by OMB Circular A-133 (as revised). In connection with an audit herein, the Supervisor shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133 (as revised).

**V. RECORD RETENTION**

The Supervisor shall keep and maintain accurate and detailed records (e.g., invoices, receipts, and other documentation) sufficient to identify how and whether expenditures were used for authorized purposes, to support financial reporting, and to conduct audits as may be required or requested. The Supervisor shall retain these records for five fiscal years in accordance with the guidelines of the Department of Financial Services and the Office of the Auditor General, or three years after the date an audit report is issued, whichever is later. The Supervisor shall allow the Department or its designee, CFO, or Auditor General access to such records, including the audit working papers upon request.

Failure to provide adequate documentation shall result in a request to return the funds to the Department.

**VI. ENTIRETY OF THE AGREEMENT**

All terms and conditions of this agreement are fully set forth in this document and attachments incorporated by reference and shall be governed by the laws of the State of Florida regardless of any conflict of laws provisions. In any proceeding or action brought under this section, the parties agree that the prevailing party will be entitled to its reasonable attorney's fees from the other party. The parties agree that proper venue will be in Leon County, Florida.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their undersigned officials as duly authorized.

County Supervisor of Elections:

By: Susan Bucher

Susan Bucher  
Palm Beach County Supervisor  
Printed name and title Of Elections

Department of State, Division of Elections

By: \_\_\_\_\_

\_\_\_\_\_  
Printed name and title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

7/21/11

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Please complete, sign & return the Memorandum of Agreement, Certificate Regarding Matching Funds signed by the county governing body, & Certification Regarding Debarment and Suspension to:**

Joyce Durbin, HAVA Funds Coordinator, Florida Department of State, Division of Elections,  
R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250



ATTACHMENT A to MOA #2011-2012-0001

Federal Program: Federal Help America Vote Act—Catalog of Federal Domestic Assistance (CFDA) § 90.401 Help America Vote Act Requirements Payments

***Compliance requirements applicable to the federal resources awarded under this agreement are as follows:***

1. The Supervisor shall only use the FY 2011-2012 Funds (amount specified in Attachment B) for one or more of the following federal election administration activities:

- Voter education;
- Poll worker training;
- Standardizing election results reporting; or
- Other federal election administration activities, as approved by the Department of State, such as implementing and maintaining the provisions of the Military and Overseas Voter Empowerment (MOVE) Act and the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

These are the acceptable uses for the funds under the categories listed above:

- Mailing or publishing sample ballots ***which must include additional information on voting procedures, voting rights or voting technology;***
- Voter information cards ***which must include additional voter education information on voting procedures, voting rights or voting technology;***
- Advertising or publications outlining voting procedures, voting rights or voting technology;
- Voting System demonstrations;
- Poll worker ***training*** stipends;
- Training materials for poll workers;
- Voter guides ***which must include voter education information concerning voting procedures, voting rights, or voting technology but shall not contain elected officials' contact information other than the supervisor's contact information;*** or
- Maintaining online or web-based absentee ballot request and ballot tracking and precinct-finder system as relates to use in federal elections and for the costs for upgrades and future license fees and maintenance fees for the MOVE Act and other UOCAVA expenditures.

2. Prior to receipt of FY 2011-2012 funds under this Agreement, the Supervisor must submit to the Department:

- A *federal election activities plan* (DS-DE 126, Revised 7/5/2011) that contains a detailed description of the Supervisor's plan to use the funds for federal election administration activities and include the source of funds (federal, county matching funds and other county funds (local) being used for each federal election activity set forth in the plan. This form is attached hereto as **Attachment A-1**.
- A *written certification* from the county governing body (e.g. Board of County Commissioners) (DS-DE 127, Revised 7/5/2011) that the county will provide *matching funds in the amount of 15%*. This form is attached hereto as **Attachment A-2**. If the county governing body fails to appropriate the matching funds, the Supervisor must return or repay to the State the portion of the funds for which the matching funds applied.
- A *completed ED Form GCS-009 (6/88), entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions"*. The form is attached hereto as **Attachment A-3**. [Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, prohibits the disbursement of federal funds to the intended recipient of such funds or to any sub-recipient thereunder unless such recipient and each sub-recipient, if any, certify that they are not excluded or disqualified from receiving federal funds by any federal department or agency.]

3. The Supervisor must establish and maintain the FY 2011-2012 funds in an interest bearing account in a **"qualified public depository" as required by section 280.03, Florida Statutes**. The Supervisor must segregate funds for federal election administration activities and required county matching dollars in a separate account established to hold only those funds. Any funds remaining at the end of the fiscal year shall remain in the account to be used for the same purposes for subsequent years or until such funds are fully expended.

Please note that separate public depository requirements apply under chapter 280, Florida Statutes, but are outside the scope of enforcement of this agreement. You will be required to execute and retain in your records a "Public Deposit Identification and Acknowledgment Form" (DFS-JI-11295) and to submit a Public Depositor Annual Report (DFS-J1-2009) to the Public Deposits Program, Florida Department of Financial Services. Refer to <http://www.fltreasury.org/> for forms; and for more information, contact the program administrator at: 850-413-3383 or 850-413-3324.

4. The Supervisor shall maintain separate accounting records for each of the funding sources identified under its plan submitted pursuant to paragraph #2.

5. The Supervisor shall submit the following written financial reports to the Department:

- **Annual report: On or before December 31, 2011** all actual expenditures from the date of receipt through September 30, 2011. Report forms will be provided by the Department (DS-DE 128, Revised 7/5/11). The report must include documentation

(such as appropriation statement, committee meeting minutes approving appropriation, or account statement) that the county governing body appropriated matching funds as certified under paragraph 2. Failure to appropriate the matching funds must be reported to the Department.

- **Remaining balance report:** On or before each and every July 31 after 2011, all actual expenditures for preceding period of October 1 through September 30, and the amount of FY 2011-2012 funds unspent as of June 30 of the year being reported. The report form will be provided by the Department (DS-DE 129, Revised 7/5/11). Such annual reporting is required until such funds are fully expended.

Each financial report shall include documentation including but not limited to billing or itemized receipts in support of the expenditures for the services or products used to promote voter education, voting rights or voting technology. For example, the report must include a copy of or the actual product or publication and indicate how many individual items were produced or printed. For services, the report must include a copy of or the actual newspaper article, audio recording, or video clip and/or template or transcript thereof, and indicate how many times it was published, aired, or accessed, or include a copy of the graphics template and content layout for a special created webpage.

6. Copies of any reports or other submissions required by paragraphs 2 and 5 of this Attachment shall be submitted by or on behalf of the Supervisor directly to: Department of State, Division of Elections, R.A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399-0250.

**State Resources Awarded to the Supervisor Under this Agreement Consist of the Following:** N/A

**Matching Resources for Federal Programs:** N/A

**Subject to section 215.97, Florida Statutes (Florida Single Audit Act):** N/A

**Compliance requirements applicable to state resources awarded pursuant to this Agreement are as follows:** N/A

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Please provide SAMPLES of all voter education printed documents & transcripts of audio and video recordings or clips.

nds will be held in an interest  
aring account until disbursed  
expended.

SUPERVISOR OF ELECTIONS

2011 JUL 21 AM 11:12

CLM DEATH COUNTY

Federal Election Activities Plan

COUNTY NAME

State Fiscal Year 2011-2012

OTE: Put an X in all funding  
oxes that apply and in all boxes  
f topics that apply to each activity.

Activities and Descriptions

Poll Worker Training Stipends: Pay poll  
workers for their time to attend training  
classes

Poll Worker Training Materials: Print  
tests and handouts for poll worker training  
classes. Examples of handouts may include  
the following. Additional topics may be  
added below.

- \* Duties of the poll worker
- \* Procedures to follow on election day
- \* Disability and sensitivity training

Mailing or Publishing Sample Ballots:  
Mail and/or publish sample ballots in local  
newspapers which include additional voter  
education information on voting procedures,  
voting rights or voting technology.  
Examples may include the following:  
Additional topics may be added below.

- \* Election day voting procedures
- \* Voting locations and hours of operation
- \* Absentee voting deadline
- \* Early voting information

Voting System Demonstrations: List what  
funds will be spent on:

- \* Mock ballots

\*  
\*

FY 11-12 FEDERAL ELECTION ACTIVITIES FUNDS

Federal  
HAVA  
Funds

County  
Matching  
Funds

Other  
County  
Funds

Interest

PRIOR YEAR  
FEDERAL ELECTION ACTIVITIES  
ROLL OVER FUNDS

Federal  
HAVA  
Funds

County  
Matching  
Funds

Interest

PRIOR YEAR  
VOTER EDUCATION  
ROLL OVER FUNDS

Federal  
HAVA  
Funds

County  
Matching  
Funds

Interest

PRIOR YEAR  
POLL WORKER TRAINING  
ROLL OVER FUNDS

Federal  
HAVA  
Funds

County  
Matching  
Funds

Interest

unds will be held in an interest  
aring account until disbursed  
expended.

[illegible]

nds will be held in an interest  
aring account until disbursed  
expended.

Please provide SAMPLES of all voter  
education printed documents & transcripts  
of audio and video recordings or clips.

**Federal Election Activities Plan**  
**COUNTY NAME \_\_\_\_\_**  
**State Fiscal Year 2011-2012**

NOTE: Put an X in all funding boxes that apply and in all boxes topics that apply to each activity.	FY 11-12 FEDERAL ELECTION ACTIVITIES FUNDS				PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
<b>Advertising or Publications:</b> Examples Print, Radio or Television Advertising to tters (Includes Banners, Billboards & blic Transportation). Advertisements st include voter education information on ting procedures, voting rights or voting chnology. Voter education topics may lude the following: Additional topics may added below.													
Voter registration information													
Acceptable forms of ID needed at the voting place													
Absentee ballot information													
Voter's Rights and Responsibilities													
Election day voting procedures													
Precinct locations													
Early voting information													
<b>Voter Information Cards:</b> Print voter formation cards which include additional oter education information on voting rocedures, voting rights or voting chnology. Examples may include the llowing: Additional items may be added elow.													
Information on how to update voter registration information													
Information on what to bring to the polls including a list of acceptable ID's													
Absentee ballot information													
Early voting information													

nds will be held in an interest  
aring account until disbursed  
expended.

Please provide SAMPLES of all voter  
education printed documents & transcripts  
of audio and video recordings or clips.

Federal Election Activities Plan  
COUNTY NAME \_\_\_\_\_  
State Fiscal Year 2011-2012

NOTE: Put an X in all funding  
sources that apply and in all boxes  
for topics that apply to each activity.

Activities and Descriptions

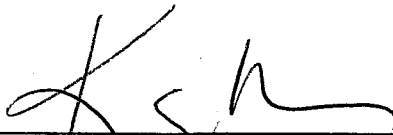
MOVE Act Implementation and  
Maintenance: Maintaining online or web-  
based absentee ballot request and ballot  
tracking and precinct-finder system as  
well as to use in federal elections and for  
costs for upgrades and future license  
fees and maintenance fees for the MOVE  
and other UOCAVA expenditures.

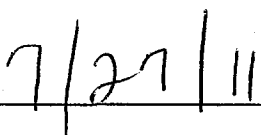
FY 11-12 FEDERAL ELECTION ACTIVITIES FUNDS				PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest

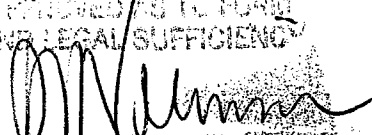


**Certificate Regarding Matching Funds**

I, \_\_\_\_\_, Chairman of the Board of County Commissioners of Palm Beach County, Florida, do hereby certify that the Board of County Commissioners will provide matching funds for the Federal Election Activities grant in county FY 2011-2012 to the Supervisor of Elections in an amount equal to at least 15% of the amount to be received from the state, which for Palm Beach County is \$21,979.72. I understand that if the Board fails to appropriate the required matching funds, all funds received from the state for this grant during the 2011-2012 state fiscal year will be required to be returned to the Department of State.

  
\_\_\_\_\_  
Chairman, Board of County Commissioners

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
COUNTY ATTORNEY

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Susan Bucher Palm Beach County Supervisor of Elections  
Name and Title of Authorized Representative

Susan Bucher 7/21/11  
Signature Date

## ATTACHMENT B to MOA 2011-2012-0001

DEPARTMENT OF STATE  
DIVISION OF ELECTIONS  
FEDERAL ELECTION ACTIVITIES  
FY 2011-12

SUPERVISOR OF ELECTIONS  
2011 JUL 21 AM 11:13  
PALM BEACH COUNTY, FL

COUNTY	2010 GENERAL ELECTION REGISTERED VOTERS	FEDERAL ELECTION ACTIVITIES FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Alachua	152,008	\$ 27,102.22	\$ 4,065.33
Baker	13,913	\$ 2,480.61	\$ 372.09
Bay	108,910	\$ 19,418.07	\$ 2,912.71
Bradford	15,833	\$ 2,822.94	\$ 423.44
Brevard	357,820	\$ 63,797.41	\$ 9,569.61
Broward	1,041,641	\$ 185,719.06	\$ 27,857.86
Calhoun	8,487	\$ 1,513.19	\$ 226.98
Charlotte	116,481	\$ 20,767.94	\$ 3,115.19
Citrus	98,018	\$ 17,476.09	\$ 2,621.41
Clay	122,016	\$ 21,754.80	\$ 3,263.22
Collier	180,674	\$ 32,213.21	\$ 4,831.98
Columbia	39,981	\$ 7,128.40	\$ 1,069.26
DeSoto	16,093	\$ 2,869.30	\$ 430.39
Dixie	10,264	\$ 1,830.02	\$ 274.50
Duval	527,079	\$ 93,975.39	\$ 14,096.31
Escambia	199,532	\$ 35,575.50	\$ 5,336.32
Flagler	65,021	\$ 11,592.90	\$ 1,738.93
Franklin	7,724	\$ 1,377.15	\$ 206.57
Gadsden	29,444	\$ 5,249.71	\$ 787.46
Gilchrist	10,841	\$ 1,932.89	\$ 289.93
Glades	6,552	\$ 1,168.19	\$ 175.23
Gulf	9,332	\$ 1,663.85	\$ 249.58
Hamilton	7,920	\$ 1,412.09	\$ 211.81
Hardee	12,112	\$ 2,159.51	\$ 323.93
Hendry	16,156	\$ 2,880.53	\$ 432.08
Hernando	123,082	\$ 21,944.87	\$ 3,291.73
Highlands	63,266	\$ 11,279.99	\$ 1,692.00
Hillsborough	677,340	\$ 120,766.13	\$ 18,114.92
Holmes	11,248	\$ 2,005.46	\$ 300.82
Indian River	90,898	\$ 16,206.63	\$ 2,430.99
Jackson	27,935	\$ 4,980.66	\$ 747.10
Jefferson	9,713	\$ 1,731.78	\$ 259.77
Lafayette	4,413	\$ 786.77	\$ 118.02
Lake	195,024	\$ 34,771.74	\$ 5,215.76
Lee	347,466	\$ 61,951.34	\$ 9,292.70
Leon	168,328	\$ 30,011.99	\$ 4,501.80
Levy	24,900	\$ 4,439.54	\$ 665.93
Liberty	4,257	\$ 759.00	\$ 113.85
Madison	11,461	\$ 2,043.44	\$ 306.52
Manatee	202,710	\$ 36,142.12	\$ 5,421.32
Marion	214,414	\$ 38,228.88	\$ 5,734.33
Martin	101,262	\$ 18,054.48	\$ 2,708.17
Miami-Dade	1,205,770	\$ 214,982.39	\$ 32,247.36
Monroe	51,261	\$ 9,139.56	\$ 1,370.93

**DEPARTMENT OF STATE  
DIVISION OF ELECTIONS  
FEDERAL ELECTION ACTIVITIES  
FY 2011-12**

COUNTY	2010 GENERAL ELECTION REGISTERED VOTERS	FEDERAL ELECTION ACTIVITIES FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Nassau	49,615	\$ 8,846.09	\$ 1,326.91
Okaloosa	128,654	\$ 22,938.33	\$ 3,440.75
Okeechobee	18,499	\$ 3,298.27	\$ 494.74
Orange	624,700	\$ 111,380.69	\$ 16,707.10
Osceola	147,021	\$ 26,213.06	\$ 3,931.96
Palm Beach	821,850	\$ 146,531.49	\$ 21,979.72
Pasco	297,993	\$ 53,130.57	\$ 7,969.59
Pinellas	604,912	\$ 107,852.60	\$ 16,177.89
Polk	325,565	\$ 58,046.51	\$ 8,706.98
Putnam	44,001	\$ 7,845.14	\$ 1,176.77
St. Johns	139,775	\$ 24,921.14	\$ 3,738.17
St. Lucie	165,818	\$ 29,564.47	\$ 4,434.67
Santa Rosa	112,371	\$ 20,035.15	\$ 3,005.27
Sarasota	264,382	\$ 47,137.91	\$ 7,070.69
Seminole	266,116	\$ 47,447.07	\$ 7,117.06
Sumter	65,349	\$ 11,651.38	\$ 1,747.71
Suwannee	24,934	\$ 4,445.60	\$ 666.84
Taylor	12,847	\$ 2,290.55	\$ 343.58
Union	7,032	\$ 1,253.77	\$ 188.07
Volusia	318,773	\$ 56,835.53	\$ 8,525.33
Wakulla	17,722	\$ 3,159.74	\$ 473.96
Walton	36,958	\$ 6,589.42	\$ 988.41
Washington	13,897	\$ 2,477.76	\$ 371.66
<b>TOTAL *</b>	<b>11,217,384</b>	<b>\$ 2,000,000.00</b>	<b>\$ 299,999.99</b>

**FY 2011-12 APPROPRIATION - FEDERAL ELECTION ACTIVITIES** **\$2,000,000**

**2010 General Election - Total number of registered voters in the state** **11,217,384**

**FUNDING LEVEL PER INDIVIDUAL VOTER** **\$0.1783**

(Based on FY 2011-12 appropriation for Federal Election Activities  
divided by the total number of registered voters in the state  
for the 2010 General Election.)