

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

3A-2

AGENDA ITEM SUMMARY

Meeting Date: March 11, 2014 Consent Regular
 Workshop Public Hearing

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

I. EXECUTIVE BRIEF

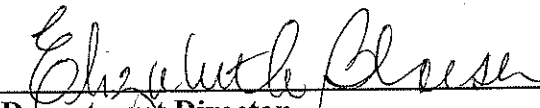
Motion and Title: Staff recommends motion to authorize: the Mayor to sign the Certificate Regarding Matching Funds certifying that the Board of County Commissioners will provide matching funds in the amount of \$21,874.14 for the Supervisor of Elections' Federal Election Activities grant for FY 2014.


Summary: The 2013 Florida Legislature appropriated funds specifically for federal election activities. These funds are distributed to the Supervisors of Elections (SOE) pursuant to a formula based on active registered voters in each county. Palm Beach County's share of the State funding is \$145,827.63. The County is required to provide a 15% match of \$21,874.14 which is included in the SOE's FY 2014 budget. Countywide (DNM)

Background and Policy Issues: The 2013 Legislature appropriated \$2,000,000 specifically for federal election activities. Palm Beach County's share of this grant from the State is \$145,827.63 with a required 15% match of \$21,874.14. The match is included in the SOE's FY 2014 budget.

Funds received pursuant to this grant may be spent for voter education, poll worker training, standardizing election results reporting and various other federal election administration activities. It may also be spent on software or hardware technology that enhances or facilitates the delivery of absentee ballots, the casting and counting of valid votes, voting system audits or recount processes, and the certification of accurate and complete official election results.

Attachments: Certificate Regarding Matching Funds (two originals)
Memorandum from Florida Department of State
Memorandum from Supervisor of Elections' Office

Recommended by:  2/25/14
Department Director Date

Approved By:  2/25/14
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years: | 2014 | 2015 | 2016 | 2017 | 2018 |
|--------------------------|-----------|------|------|------|------|
| Capital Expenditures | | | | | |
| Operating Costs | 167,703 | | | | |
| External Revenues | (145,828) | | | | |
| Program Income (County) | | | | | |
| In-Kind Match (County) | | | | | |
| NET FISCAL IMPACT | * 21,875 | N/A | N/A | N/A | N/A |

ADDITIONAL FTE POSITIONS (Cumulative) _____

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:

* The County match is included in the FY 2014 budget.

III. REVIEW COMMENTS

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

[Handwritten Signature] 2/25/14
 OFMB
 SN 2/25/14
 JG
 JTB

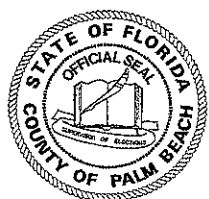
[Handwritten Signature] 2/27/14
 Contract Dev. and Control
 2-27-14 B. W. [unclear]

B. Legal Sufficiency:

[Handwritten Signature] 2/28/14
 County Attorney

C. Other Department Review:

 Department Director



Palm Beach County

SUSAN BUCHER
Supervisor of Elections

240 SOUTH MILITARY TRAIL
WEST PALM BEACH, FL 33415
POST OFFICE BOX 22309
WEST PALM BEACH, FL 33416

TELEPHONE: (561) 656-6200
FAX NUMBER: (561) 656-6287
WEBSITE: www.pbcelections.org

RECEIVED

FEB 24 2014

**DENISE M. NIEMAN
P.B. COUNTY ATTORNEY**

February 20, 2014

Denise Nieman, County Attorney
Palm Beach County Board of County Commissioners
301 N Olive Avenue
West Palm Beach, FL 33401

Ms. Nieman:

Attached is a copy of the fiscal year 2013-2014 request for Federal Election Activities Funds. This will be submitted by this office to the Florida Department of State upon completion. One of the requirements of the request is the signing of Attachment A-2, Certificate Regarding Matching Funds, DS-DE 127 by the Mayor of the County Commissioners. The signature certifies that the Board of County Commissioners will provide at least 15% of funds received from the state in the fiscal year. Please note that the 2013-2014 Budget for the Supervisor of Elections, approved by the Palm Beach County Commissioners, includes funding for the related activities in excess of the required matching amount of \$21,874.14.

Once you have reviewed this request and obtained the signature of the Mayor of the County Commissioners, please return the signed page to me for further processing.

Thank you for your attention to this matter.


Sandra D. Mapp
Business Affairs



SUPERVISOR OF ELECTIONS

2014 JAN 24 AM 8:53

FLORIDA DEPARTMENT OF STATE

DEPT BEACH COUNTY, FL

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

MEMORANDUM

To: Supervisors of Elections

From: Maria Matthews, Esq.
Director, Division of Elections

Date: January 15, 2014

Subject: FY 2013-14 Federal Election Activities Funds
MOA #2013-2014-0001-R

The Florida Department of Financial Management has required the Department of State to reword the FY2013-14 Federal Election Activities Memorandum of Agreement (MOA) and Attachment A to the MOA. They want the deliverables, minimum performance standards and the financial consequences to be very specific. We have made changes to the agreement and Attachment A which are enclosed. We have also enclosed the other attachments since the agreement number has changed. Please use this version of the agreement instead of the one that was mailed to you several months ago. We apologize for any inconvenience this may cause.

The following information was previously provided to you on July 18, 2013 with the original memorandum of agreement and still applies to the revised agreement.

The 2013 Legislature appropriated \$2,000,000 from the Help America Vote Act funds. These funds are allocated and will be distributed to the Supervisors of Elections based on a formula using the number of active registered voters in each county as of the 2012 General Election's book closing.

These funds can only be spent for any of the following federal election activities:

- Voter education;
- Poll worker training;
- Standardizing election results reporting;
- 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); or
- Any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the delivery of absentee ballots, the casting and counting of valid votes, voting system audits or recount processes, and the certification of accurate and complete official election results. Such technology or any pilot program that uses such technology must first be certified or approved, whichever is applicable, by the Department of State. Additionally, before the Supervisor can receive and use funds to purchase emerging or enhancing technology in this

Division of Elections

R.A. Gray Bldg., Rm. 316 • 500 S Bronough St. • Tallahassee, Florida 32399-0250
 Telephone: (850) 245-6200 • Facsimile: (850) 245-6217 elections.myflorida.com
 Commemorating 500 years of Florida history www.fl500.com



FY 2013-2014 Federal Election Activities Funds
January 15, 2014
Page 2 of 3

category, the county supervisor of elections and the chairperson of the county governing body must certify that the county has purchased and made available sufficient equipment for casting and counting ballots to meet the needs of the county electors including reducing the wait time at the polls during the early voting period and on election day for the next regularly scheduled general election.

In order to receive and use these funds, you must execute the following documents which are attached:

- Memorandum of Agreement, Receipt and Use of HAVA Funds for Federal Election Administration Activities, MOA #2013-2014-0001-R (Supervisor of Elections must sign)
- Attachment A, Compliance Requirements
- Attachment A-1, Federal Election Activities Plan, form DS-DE 126 (Supervisor of Elections must complete and return)
 - Simply place an X in the box for the programs that you plan to carry out this fiscal year, and place an X in the box for the topics that apply to each activity. Please also put an X in the appropriate boxes indicating which funds will be used for each activity. 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 of every year until all of the funds are expended. If you need to make any changes to your original plan, the revised plan must be submitted in advance of the purchase, in writing and approved by the Department of State.
- Attachment A-2, Certificate Regarding Matching Funds, form DS-DE 127
 - The Chairperson of the Board of County Commissioners must certify in writing 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.
- Attachment A-3, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, ED form GCS-009 (Supervisor of Elections must sign)
- Attachment A-4, Certificate of Equipment for Casting and Counting Ballots, form DS-DE 135 (*if applicable*, the Supervisor of Elections and the Chairperson of the Board of County Commissioners must sign)
- Attachment B, FY 2013-14 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.

MM/jd

Enclosures

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

SUPERVISOR OF ELECTIONS

2014 JAN 24 AM 8:53

PALM BEACH COUNTY, FL

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, Florida 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 3106 of the 2013-2014 General Appropriations Act (see section 6, chapter 2013-040, 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 2013-2014 ("FY 2013-2014 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

The funds granted shall be used for federal election administration scope of work as more specifically set forth in **paragraph 1 of Attachment A**, which is hereby incorporated by reference. In addition, the FY 2013-2014 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.
- 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.
- Not be distributed until the Supervisor first submits in accordance with **paragraph 2 of Attachment A**: 1) A Federal Election Activities plan (DS-DE 126, Revised 6/4/2013) 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 6/4/2013; 3) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form; and 4) if applicable, Certificate of Equipment for Casting and Counting Ballots (DS-DE 135, Effective 7/10/13). 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.

- 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**.
- Be reported timely and accounted for in accordance with this agreement and specifically paragraphs 5 and 6 of **Attachment A**, including any request for supplemental clarification or documentation.

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 2012 General Election. 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 the following monitoring, audits, and reporting:

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).

SUPERVISOR OF ELECTIONS
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PALM BEACH COUNTY, FL

If the Supervisor expends less than \$500,000 (\$300,000 for fiscal years ending before December 31, 2003) in federal awards in its fiscal year, an audit pursuant to OMB Circular A-133 (as revised), is optional. If the Supervisor elects to have an audit conducted in accordance with the provisions of OMB Circular A-133 (as revised), the cost of the audit must be paid from non-federal resources (i.e., from sources other than federal entities).

2. *Other audits*

The Department may conduct a limited scope audit of federal funds as defined by OMB Circular A-133 (as revised) or other financial analysis or review of federal funds as permitted by federal law. In the event the Department determines that such audit analysis, or review is appropriate, the Supervisor agrees to comply with any additional instructions provided by Department staff to the Supervisor regarding such process. If the Department determines that federal funds received under this Agreement were used for any unauthorized purpose or that the Supervisor did not comply with this agreement or state or federal requirements for receipt, expenditure, or accounting, the Supervisor must return or repay these federal funds in an amount sufficient to ensure or obtain compliance, including expenses for any corrective or remedial action. Additionally, the Department may withhold funds, otherwise due, in an amount sufficient to cover any costs associated with the limited scope audit or financial analysis or review to determine or ensure compliance.

The Supervisor further agrees to comply and cooperate with any inspections, reviews, investigations, or audits of federal funds deemed necessary by the Department of State, Chief Financial Officer (CFO) or Auditor General.

For additional guidance to state and federal monitoring and auditing requirements, refer to: <http://election.dos.state.fl.us/hava/index.shtml> and <http://www.eac.gov>.

C. Reporting

Copies of financial reporting packages as described in section .320(c), OMB A-133 (as revised) for audits conducted by or on behalf of the Supervisor pursuant to Section IV.B.1 of this agreement, shall be submitted as required by sections .320(d) of such circular to:

| | | | |
|------------------------------------|------------------------------------|---------------------------------|--------------------------------------|
| <i>Department of State</i> | <i>Department of State</i> | <i>Auditor General's Office</i> | <i>Federal Audit Clearinghouse</i> |
| <i>Division of Elections</i> | <i>Office of Inspector General</i> | <i>Room 401, Pepper Bldg</i> | <i>Bureau of the Census</i> |
| <i>R.A. Gray Building, Ste 316</i> | <i>R.A. Gray Bldg., Rm 406</i> | <i>111 West Madison St.</i> | <i>1201 East 10th St.</i> |
| <i>500 S. Bronough Street</i> | <i>500 S. Bronough Street</i> | <i>Tallahassee, FL</i> | <i>Jeffersonville, IN 47132</i> |
| <i>Tallahassee, FL 32399-0250</i> | <i>Tallahassee, FL 32399-0250</i> | <i>32399-1450</i> | |

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133 (as revised).

Any reports, management letter, or other required information shall be submitted timely in accordance with OMB Circular A-133 (as revised), the Florida Single Audit Act, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable. When submitting financial reporting packages to the

Department for audits conducted in accordance with the aforementioned circular or Rules of the Auditor General, the Supervisor shall include within the information the date the Supervisor received the reporting package.

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 in accordance with the guidelines of the Department of Financial Services and the Office of the Auditor General these records for five fiscal years after the last report that all funds have been fully expended or funds are returned by the county, or three years after the date an audit report is issued, whichever is earlier. 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: _____

Printed name and title

Witness
Date: _____

County FEID Number

Department of State, Division of Elections
By: _____

Printed name and title

Witness
Date: _____

Please complete, sign & return this Agreement and the required certifications 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 # 2013-2014-0001-R

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

SUPERVISOR OF ELECTIONS
2014 JAN 24 AM 8:51
PALM BEACH COUNTY, FL

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

1. The Supervisor shall only use the FY 2013-2014 Funds (amount specified in Attachment B) for one or more of the following federal election administration scope of work:

- Voter education;
- Poll worker training;
- Standardizing election results reporting;
- 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); or
- Any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the delivery of absentee ballots, the casting and counting of valid votes, voting system audits or recount processes, and the certification of accurate and complete official election results. Such technology or any pilot program that uses such technology must first be certified or approved, whichever is applicable, by the Department of State. Additionally, before the Supervisor can receive and use these funds to purchase emerging or enhancing technology in this category, the county supervisor of elections and the chairperson of the county governing body must certify that the county has purchased and made available sufficient equipment for casting and counting ballots to meet the needs of the county electors including reducing the wait time at the polls during the early voting period and on election day for the next regularly scheduled general election. See Certificate of Equipment for Casting and Counting Ballots as set forth in the last bullet point in paragraph 2 of this attachment.

A. The Supervisor shall only use the FY 2013-2014 Funds for one or more of the following deliverables:

- Printing and mailing or publishing sample ballots ***which must include additional information on voting procedures, voting rights or voting technology;***
- Printing 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;

- Printing 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.
- Purchasing any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the delivery of absentee ballots, the casting and counting of valid votes, voting system audits or recount processes, and the certification of accurate and complete official election results.

B. Minimum Performance Standards

The Supervisor will submit an annual report (DS-DE 128, Revised 11-15-13) on December 31 of every year until the funds are expended to show the deliverables have been achieved. Attached to the annual reports are billing or itemized receipts in support of the expenditures for the services or products used to provide voter education concerning voting procedures voting rights or voting technology.

2. Prior to receipt of FY 2013-2014 funds under this Agreement, the Supervisor must additionally submit to the Department:

- A *Federal Election Activities Plan* (DS-DE 126, Revised 6/4/2013) 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. Please provide SAMPLES of all voter education printed documents and transcripts of audio and video recordings or clips.**
- A *written certification* from the county governing body (e.g. Board of County Commissioners) (DS-DE 127, Revised 6/4/2013) 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 GCAS-009 (6/88), entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions"*, and 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.]
- A *completed "Certificate of Equipment for Casting and Counting Ballots"*, attached hereto as **Attachment A-4** (DS-DE 135, Effective 7/10/13). This is required if the request,

in part or in full, is to use HAVA funds for the purpose of purchasing emerging or enhancing software and hardware technology in the last bullet under paragraph 1

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PALM BEACH COUNTY, FL

3. The Supervisor must establish and maintain the FY 2013-2014 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:
 - An expenditure report is due every year in which HAVA funds remain and/or are expended. If expenses are made at any time from the date of initial receipt of the FY2013-14 Federal Election Activities grant funds through September 30 of the year received, the first report is due on December 31 of that year. Thereafter, an expenditure report is only due on December 31 of every year in which expenses were made or funds remain to cover the preceding October 1st through September 30th period until all funds are fully expended. The report shall be filed using Form DS-DE 128 (rev. 11-15-13). 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 county matching funds or reversion of those funds back to the county for any reason must be reported to the Department.
 - Report forms will be provided by the Department (DS-DE 128, Revised 11-15-13). 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.

Each financial report shall include the billing or itemized receipts in support of the expenditures for the services or products used to provide voter education concerning voting procedures voting rights or voting technology. If deemed necessary after review of a financial report, you may be asked and will be required to provide any requested supplemental documentation. For products, that may include a copy of or the actual product or publication and an indication of how many individual items were produced or printed, or for services, that may include a copy of or the actual newspaper article, audio recording, or video clip and/or template or transcript thereof, and an indication of how many times it was published, aired, or accessed, or a copy of the graphics template and content layout for a special created webpage.

- **Annual remaining balance report** for unspent HAVA funds remaining on June 30 of each year being reported. The report form will be provided by the Department (DS-DE 129, Revised 7/5/11). **This report is due on or before July 31 of every year until such funds are fully expended.**

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

Funds will be held in an interest bearing account until disbursed or expended.

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

Federal Election Activities Plan
 COUNTY NAME PALM BEACH
 State Fiscal Year 2013-2014

| Activities and Descriptions | NOTE: Put an X in ALL sources of funding boxes that apply. FY 13-14 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 |
| Poll Worker Training Stipends: Pay poll workers for their time to attend training classes | X | X | | X | | | | | | | | | |
| 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. | X | X | | X | | | | | | | | | |
| * Duties of the poll worker | X | X | | X | | | | | | | | | |
| * Procedures to follow on election day | X | X | | X | | | | | | | | | |
| * Disability and sensitivity training | X | X | | X | | | | | | | | | |
| 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. | X | X | | X | | | | | | | | | |
| * Election day voting procedures | | | | | | | | | | | | | |
| * Voting locations and hours of operation | X | X | | X | | | | | | | | | |
| * Absentee voting deadline | X | X | | X | | | | | | | | | |
| * Early voting information | X | X | | X | | | | | | | | | |
| * Postage for mailing sample ballots | X | X | | X | | | | | | | | | |

Funds will be held in an interest bearing account until disbursed or expended.

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

Federal Election Activities Plan
 COUNTY NAME PALM BEACH
 State Fiscal Year 2013-2014

| NOTE: Put an X in all boxes of topics that apply to each activity. | NOTE: Put an X in ALL sources of funding boxes that apply. | | | | PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS | | | PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS | | | PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS | | |
|--|--|-----------------------|--------------------|----------|--|-----------------------|----------|--|-----------------------|----------|---|-----------------------|----------|
| | FY 13-14 FEDERAL ELECTION ACTIVITIES FUNDS | | | | Federal HAVA Funds | County Matching Funds | Interest | Federal HAVA Funds | County Matching Funds | Interest | Federal HAVA Funds | County Matching Funds | Interest |
| Activities and Descriptions | 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 |
| Voting System Demonstrations: List what funds will be spent on: | | | | | | | | | | | | | |
| * Mock ballots | | | | | | | | | | | | | |
| * | | | | | | | | | | | | | |
| Voter Guide: Print voter guides which must include information concerning voting procedures, voting rights or voting technology, but shall not contain elected officials' contact information other than the supervisor's contact information. Examples of information in the voter guide may include the following: Additional topics may be added below. | | | | | | | | | | | | | |
| * Information for Federal Elections only. | | | | | | | | | | | | | |
| * How to register to vote | | | | | | | | | | | | | |
| * Where to obtain voter registration applications | | | | | | | | | | | | | |
| * How to register by mail | | | | | | | | | | | | | |
| * How to update voter registration information | | | | | | | | | | | | | |
| * Dates for upcoming elections | | | | | | | | | | | | | |
| * Registration deadlines for the next primary and general election | | | | | | | | | | | | | |
| * How to obtain, vote and return an absentee ballot | | | | | | | | | | | | | |
| * Polling place information including the hours that polls are open | | | | | | | | | | | | | |

Funds will be held in an interest bearing account until disbursed or expended.

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

Federal Election Activities Plan
 COUNTY NAME PALM BEACH
 State Fiscal Year 2013-2014

| NOTE: Put an X in all boxes of topics that apply to each activity. | NOTE: Put an X in ALL sources of funding boxes that apply. | | | | PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS | | | PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS | | | PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS | | |
|---|--|-----------------------|--------------------|----------|--|-----------------------|----------|--|-----------------------|----------|---|-----------------------|----------|
| | FY 13-14 FEDERAL ELECTION ACTIVITIES FUNDS | | | | Federal HAVA Funds | County Matching Funds | Interest | Federal HAVA Funds | County Matching Funds | Interest | Federal HAVA Funds | County Matching Funds | Interest |
| Activities and Descriptions | 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 |
| * What to bring to the polls including a list of acceptable ID's | | | | | | | | | | | | | |
| * What to expect at the polls | | | | | | | | | | | | | |
| * Instructions on the county's voting system | | | | | | | | | | | | | |
| Advertising or Publications: Examples are Print, Radio or Television Advertising to Voters (Includes Banners, Billboards & Public Transportation). Advertisements must include voter education information on voting procedures, voting rights or voting technology. Voter education topics may include the following: Additional topics may be added below. | X | X | | X | | | | | | | | | |
| * Voter registration information | | | | | | | | | | | | | |
| * Acceptable forms of ID needed at the polling place | X | X | | X | | | | | | | | | |
| * Absentee ballot information | X | X | | X | | | | | | | | | |
| * Voter's Rights and Responsibilities | X | X | | X | | | | | | | | | |
| * Election day voting procedures | X | X | | X | | | | | | | | | |
| * Precinct locations | X | X | | X | | | | | | | | | |
| * Early voting information | X | X | | X | | | | | | | | | |

Funds will be held in an interest bearing account until disbursed or expended.

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

Federal Election Activities Plan
 COUNTY NAME PALM BEACH
 State Fiscal Year 2013-2014

| NOTE: Put an X in all boxes of topics that apply to each activity. | NOTE: Put an X in ALL sources of funding boxes that apply. | | | | PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS | | | PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS | | | PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS | | |
|--|--|-----------------------|--------------------|----------|--|-----------------------|----------|--|-----------------------|----------|---|-----------------------|----------|
| | FY 13-14 FEDERAL ELECTION ACTIVITIES FUNDS | | | | Federal HAVA Funds | County Matching Funds | Interest | Federal HAVA Funds | County Matching Funds | Interest | Federal HAVA Funds | County Matching Funds | Interest |
| Activities and Descriptions | 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 |
| Voter Information Cards: Print voter information cards which include additional voter education information on voting procedures, voting rights or voting technology. Examples may include the following: Additional items may be added below. | X | X | | X | | | | | | | | | |
| * Information on how to update voter registration information | X | X | | X | | | | | | | | | |
| * Information on what to bring to the polls including a list of acceptable ID's | X | X | | X | | | | | | | | | |
| * Absentee ballot information | | | | | | | | | | | | | |
| * Early voting information | | | | | | | | | | | | | |
| MOVE Act Implementation and Maintenance: 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. | | | | | | | | | | | | | |

Funds will be held in an interest bearing account until disbursed or expended.

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

Federal Election Activities Plan
 COUNTY NAME PALM BEACH
 State Fiscal Year 2013-2014

| NOTE: Put an X in all boxes of topics that apply to each activity. | NOTE: Put an X in ALL sources of funding boxes that apply. | | | | PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS | | | PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS | | | PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS | | |
|--|--|-----------------------|--------------------|----------|--|-----------------------|----------|--|-----------------------|----------|---|-----------------------|----------|
| | FY 13-14 FEDERAL ELECTION ACTIVITIES FUNDS | | | | Federal HAVA Funds | County Matching Funds | Interest | Federal HAVA Funds | County Matching Funds | Interest | Federal HAVA Funds | County Matching Funds | Interest |
| Activities and Descriptions | 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 |
| Software or Hardware Technology: Any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the items listed below. NOTE: Such technology or any pilot program that uses such technology must first be certified or approved, whichever is applicable, by the Department of State. Please indicate below which items are part of your plan. | | | | | | | | | | | | | |
| * delivery of absentee ballots | | | | | | | | | | | | | |
| * the casting and counting of valid votes | | | | | | | | | | | | | |
| * voting system audits or recount processes | | | | | | | | | | | | | |
| * the certification of accurate and complete official election results. | | | | | | | | | | | | | |

ATTACHMENT A-2 of MOA 2013-2014-0001-R
SUPERVISOR OF ELECTIONS

2014 JAN 24 AM 8:53


PALM BEACH COUNTY, FL

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 2013-2014 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 \$21,874.14. I understand that if the Board fails to appropriate the matching funds, all funds received from the state for this grant during the 2013-2014 state fiscal year will be required to be returned to the Department of State.

Chairman, Board of County Commissioners

Date

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY


COUNTY ATTORNEY

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

SUPERVISOR OF ELECTIONS

2016 JAN 24 53

PALM BEACH COUNTY, FL

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
Signature

2/20/14
Date

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.

NOT APPLICABLE

ATTACHMENT A-4 of MOA 2013-2014-0001-ELECTIONS
2014 JAN 24 AM 8:53
PALM BEACH COUNTY, FL

Certificate of Equipment for Casting and Counting Ballots

We, The Honorable Susan Bucher, Supervisor of Elections and _____,
Chairperson of Board of County Commissioners, of Palm Beach County, Florida, do hereby
certify that prior to the receipt and use of fiscal year 2013-2014 HAVA funds for the purchase of
State-approved or certified (whichever is applicable) emerging or enhancing software or
hardware technology as allowable per Attachment A, the county has purchased and made
available sufficient equipment for casting and counting ballots to meet the needs of the county
electors for the next regularly scheduled general election. If the Florida Department of State
determines that there is insufficient equipment for casting and counting ballots for the next
regularly scheduled general election as herein certified, we shall return the HAVA funds that
were used to purchase other emerging or enhancing software and hardware technology to the
State.

Supervisor of Elections

Chairman, Board of County Commissioners

Date

Date

ATTACHMENT B to MOA 2013-2014-0001-R

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
FEDERAL ELECTION ACTIVITIES
FY 2013-2014

| County | 2012 General Election Registered Voters | Federal Election Activities Funding Per County | County Matching Funds 15% |
|--------------|--|---|------------------------------------|
| Alachua | 164,912 | \$ 27,636.31 | \$ 4,145.45 |
| Baker | 14,006 | \$ 2,347.16 | \$ 352.07 |
| Bay | 112,915 | \$ 18,922.54 | \$ 2,838.38 |
| Bradford | 15,491 | \$ 2,596.01 | \$ 389.40 |
| Brevard | 380,469 | \$ 63,759.81 | \$ 9,563.97 |
| Broward | 1,140,454 | \$ 191,119.72 | \$ 28,667.96 |
| Calhoun | 8,278 | \$ 1,387.24 | \$ 208.09 |
| Charlotte | 115,050 | \$ 19,280.33 | \$ 2,892.05 |
| Citrus | 98,639 | \$ 16,530.13 | \$ 2,479.52 |
| Clay | 132,585 | \$ 22,218.88 | \$ 3,332.83 |
| Collier | 180,560 | \$ 30,258.63 | \$ 4,538.79 |
| Columbia | 35,539 | \$ 5,955.70 | \$ 893.36 |
| DeSoto | 16,376 | \$ 2,744.33 | \$ 411.65 |
| Dixie | 10,229 | \$ 1,714.20 | \$ 257.13 |
| Duval | 557,282 | \$ 93,390.51 | \$ 14,008.58 |
| Escambia | 198,275 | \$ 33,227.35 | \$ 4,984.10 |
| Flagler | 69,597 | \$ 11,663.21 | \$ 1,749.48 |
| Franklin | 7,174 | \$ 1,202.23 | \$ 180.34 |
| Gadsden | 29,625 | \$ 4,964.62 | \$ 744.69 |
| Gilchrist | 11,121 | \$ 1,863.68 | \$ 279.55 |
| Glades | 6,668 | \$ 1,117.44 | \$ 167.62 |
| Gulf | 9,030 | \$ 1,513.27 | \$ 226.99 |
| Hamilton | 7,963 | \$ 1,334.46 | \$ 200.17 |
| Hardee | 12,312 | \$ 2,063.27 | \$ 309.49 |
| Hendry | 17,264 | \$ 2,893.14 | \$ 433.97 |
| Hernando | 123,346 | \$ 20,670.59 | \$ 3,100.59 |
| Highlands | 62,076 | \$ 10,402.83 | \$ 1,560.42 |
| Hillsborough | 747,587 | \$ 125,282.23 | \$ 18,792.33 |
| Holmes | 11,560 | \$ 1,937.25 | \$ 290.59 |
| Indian River | 93,569 | \$ 15,680.49 | \$ 2,352.07 |
| Jackson | 29,003 | \$ 4,860.38 | \$ 729.06 |
| Jefferson | 9,517 | \$ 1,594.88 | \$ 239.23 |
| Lafayette | 4,568 | \$ 765.52 | \$ 114.83 |
| Lake | 201,652 | \$ 33,793.27 | \$ 5,068.99 |
| Lee | 388,947 | \$ 65,180.57 | \$ 9,777.09 |
| Leon | 190,574 | \$ 31,936.80 | \$ 4,790.52 |
| Levy | 25,053 | \$ 4,198.44 | \$ 629.77 |
| Liberty | 4,410 | \$ 739.04 | \$ 110.86 |
| Madison | 12,001 | \$ 2,011.15 | \$ 301.67 |
| Manatee | 209,468 | \$ 35,103.10 | \$ 5,265.46 |
| Marion | 223,478 | \$ 37,450.92 | \$ 5,617.64 |
| Martin | 101,835 | \$ 17,065.73 | \$ 2,559.86 |
| Miami-Dade | 1,313,850 | \$ 220,177.79 | \$ 33,026.67 |
| Monroe | 51,524 | \$ 8,634.50 | \$ 1,295.18 |
| Nassau | 51,607 | \$ 8,648.41 | \$ 1,297.26 |
| Okaloosa | 128,865 | \$ 21,595.47 | \$ 3,239.32 |

ATTACHMENT B to MOA 2013-2014-0001-R

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
FEDERAL ELECTION ACTIVITIES
FY 2013-2014

SUPERVISOR OF ELECTIONS

2014 JAN 24 AM 8:53

PALM BEACH COUNTY, FL

| County | 2012 General Election Registered Voters | Federal Election Activities Funding Per County | County Matching Funds 15% |
|--------------|--|---|------------------------------------|
| Okeechobee | 19,185 | \$ 3,215.06 | \$ 482.26 |
| Orange | 690,645 | \$ 115,739.77 | \$ 17,360.97 |
| Osceola | 163,384 | \$ 27,380.24 | \$ 4,107.04 |
| * Palm Beach | 870,186 | \$ 145,827.63 | \$ 21,874.14 |
| Pasco | 310,322 | \$ 52,004.42 | \$ 7,800.66 |
| Pinellas | 626,348 | \$ 104,964.74 | \$ 15,744.71 |
| Polk | 351,119 | \$ 58,841.27 | \$ 8,826.19 |
| Putnam | 43,581 | \$ 7,303.40 | \$ 1,095.51 |
| St. Johns | 152,849 | \$ 25,614.76 | \$ 3,842.21 |
| St. Lucie | 175,554 | \$ 29,419.71 | \$ 4,412.96 |
| Santa Rosa | 116,941 | \$ 19,597.22 | \$ 2,939.58 |
| Sarasota | 277,672 | \$ 46,532.87 | \$ 6,979.93 |
| Seminole | 277,376 | \$ 46,483.26 | \$ 6,972.49 |
| Sumter | 73,946 | \$ 12,392.03 | \$ 1,858.80 |
| Suwannee | 25,043 | \$ 4,196.76 | \$ 629.51 |
| Taylor | 12,585 | \$ 2,109.02 | \$ 316.35 |
| Union | 7,313 | \$ 1,225.53 | \$ 183.83 |
| Volusia | 332,556 | \$ 55,730.45 | \$ 8,359.57 |
| Wakulla | 18,501 | \$ 3,100.44 | \$ 465.07 |
| Walton | 38,368 | \$ 6,429.79 | \$ 964.47 |
| Washington | 14,668 | \$ 2,458.09 | \$ 368.71 |
| TOTAL | 11,934,446 | \$ 2,000,000.00 | \$ 300,000.00 |

FY 2013-2014 APPROPRIATION - FEDERAL ELECTION ACTIVITIES

\$2,000,000

2012 General Election-Total No. of registered voters in the state

11,934,446

FUNDING LEVEL PER INDIVIDUAL VOTER

\$0.1676

(Based on FY 2013-2014 appropriation for Federal Election Activities divided by the total number of registered voters in the state for the 2012 General Election.)

**SAMPLES OF INFORMATION
THAT IS PROVIDED TO VOTERS**

**REQUIREMENT FOR GRANT
REQUEST SUBMISSION**

Items attached include:

1. Text options for radio advertising
2. Sample ballot
3. Voter Information Card

Talking points - Ad text - provided to various radio outlets to announce a common message to diverse audience.

GETTING READY TO VOTE

KEEP YOUR INFORMATION CURRENT!

You are required to vote at the precinct of your legal residence. Make sure you have updated your address and all other information with the Supervisor of Elections Office prior to Election Day.

PARTY AFFILIATION

In General Elections, all voters, may vote for any candidate they wish, regardless of party affiliation.

BRING PROPER IDENTIFICATION TO THE POLLS and TO EARLY VOTING

Florida law requires voters to present a current, picture/signature ID when voting early or at the polls. If you do not have a current picture/signature ID, you can still vote a provisional ballot. The current acceptable ID's allowable are the following:

- Florida Driver's License
- U.S. Passport
- Military ID
- Retirement Center ID
- Public Assistance ID
- Florida ID Card Issued by Dept. of Highway Safety
- Debit or credit card
- Student ID
- Neighborhood ID

*If your picture ID does not contain your signature, an additional ID that provides your signature will be required.

VOTING ELECTION DAY AT THE POLLS

Many polling locations have changed as a result of redistricting by the legislature!

Your Voter Information Card will provide your precinct number and the polling location address. **Your polling location is also included on the address panel of this document.**

VOTE BY MAIL

Any eligible voter may request to have a ballot mailed to them for any election regardless of the reason. Requests may be made by phone, fax, letter, e-mail, by going to our web site or by request in person at any of our offices. Certain limitations apply when a voter is requesting a ballot for someone other than themselves. Our staff will assist you with the requirements.

The deadline to request an absentee ballot is 5:00 p.m. Nov. 1, 2012. **All voted ballots must be received by 7:00 p.m. on Election Day at the Supervisor of Elections Main Office.** You may return your voted absentee ballot to any one of our branch offices by 5:00 p.m. Election Day.

EARLY VOTING

Early voting begins on Saturday, Oct. 27, 2012 and will be open daily through Saturday, Nov. 3, 2012. The following locations will be open from 7:00 a.m. to 7:00 p.m.:

- Supervisor of Elections Office
240 South Military Trail
West Palm Beach 33415
- Belle Glade City Hall
110 Dr. Martin Luther King
Jr. Blvd. West
Belle Glade 33430
- Boca Raton City Hall
201 West Palmetto Park Rd
Boca Raton 33432

Riviera Beach City Hall
600 W. Blue Heron Blvd.
Riviera Beach 33404

Acreage Branch Library
15801 Orange Blvd.
Loxahatchee 33470

Delray Beach Public Library
100 West Atlantic Ave.
Delray Beach 33444

Hagen Ranch Rd. Library
14350 Hagen Ranch Road
Delray Beach 33446

Jupiter Branch Library
705 Military Trail
Jupiter 33458

Lantana Branch Library
4020 Lantana Road
Lantana 33462

Okeechobee Branch Library
5689 W. Okeechobee Blvd.
West Palm Beach 33417

Palm Beach Gardens Branch Library
11303 Campus Drive
Palm Beach Gardens 33410

Wellington Branch Library
1951 Royal Fern Drive
Wellington 33414

West Boca Branch Library
18685 State Road 7 (441)
Boca Raton 33498

West Boynton Branch Library
9451 Jog Road
Boynton Beach 33437

PROVISIONAL BALLOTS

A provisional ballot is a paper ballot issued at the polls. The ballot is not cast until the validity of the ballot is determined by the Palm Beach County Canvassing Board upon evidence provided by the voter and the supervisor of elections staff. A person casting a provisional ballot shall have the right to present written evidence supporting his or her eligibility to vote to the supervisor of elections by not later than 5 p.m. on the second day following the election.

Pursuant to Florida Statutes, the following voters will be issued a provisional ballot:

- A voter claiming to be properly registered in the state and eligible to vote at the precinct but whose eligibility cannot be determined.
- A voter who refutes the supervisor's office confirmation that he/she is not registered/eligible.
- A voter who is currently registered in the state of Florida but has relocated to a new county and did not update their address prior to Election Day.
- A voter who is not able to provide picture/signature identification at the polls.
- A voter who has been challenged prior to election day or at the precinct on Election Day.
- A voter who requested a vote-by-mail ballot but does not have the ballot to surrender at the polls, and the pollworker is unable to verify if the ballot was returned by mail to the Supervisor of Elections' Office.
- A voter whom the precinct register indicates voted early, but the pollworker is unable to verify if the voter already voted.
- A voter who refutes the indication on the precinct register that they have already voted early or by mail, and the pollworker is able to confirm by phone call to the elections' office.
- A voter whose signature on their ID does not match their signature on the precinct register and refuses to complete an affidavit.
- A voter whose Florida Driver License #, Florida Identification # or Social Security # has not yet been verified by the Department of State in conjunction with the Department of Highway Safety and Motor Vehicles.

VOTER'S BILL OF RIGHTS

Ad text, talking points
Radio advertising

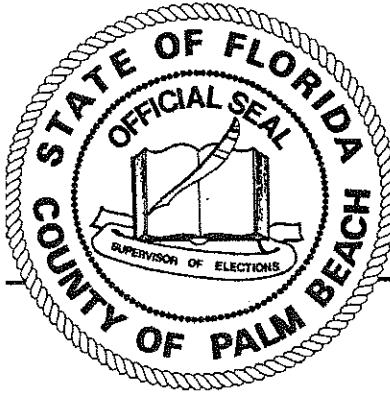
Each registered voter in this state has the right to:

1. Vote and have his or her vote accurately counted.
2. Cast a vote if he or she is in line at the official closing of the polls in that county.
3. Ask for and receive assistance in voting.
4. Receive up to two replacement ballots if he or she makes a mistake prior to the ballot being cast.
5. An explanation if his or her registration or identity is in question.
6. If his or her registration or identity is in question, cast a provisional ballot.
7. Written instructions to use when voting, and, upon request, oral instructions in voting from elections officers.
8. Vote free from coercion or intimidation by elections officers or any other person.
9. Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

OFFICIAL SAMPLE BALLOT

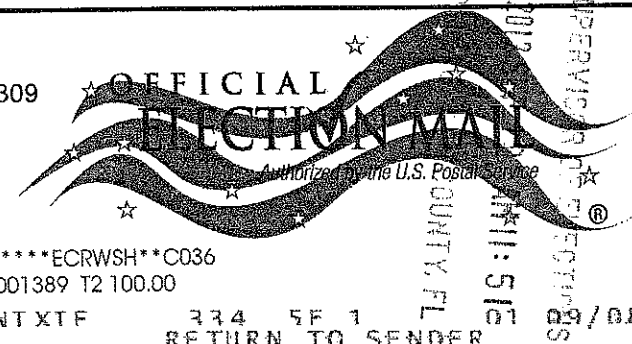
PALM BEACH COUNTY, FLORIDA PRIMARY ELECTION TUESDAY, AUGUST 14, 2012

YOUR POLLING LOCATION: CHRISTIAN MANOR REC HALL 325 EXECUTIVE CENTER DR, WEST PALM BEACH



ALL POLLING PLACES ARE OPEN FROM 7:00 A.M. TO 7:00 P.M.

P.O. BOX 22309
West Palm Beach, FL 33416-2309



NONPROFIT ORG
U.S. POSTAGE
PAID
WEST PALM BEACH, FL
PERMIT NUMBER 164

PREPARED BY:

Susan Bucher, Supervisor of Elections
Palm Beach County, Florida
www.pbcelections.org

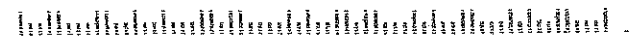
For additional information (561) 656-6200
Toll Free: (866) 868-3321

*****ECRWSH**C036
R0735368 PBCBOE D1 0001389 T2 100.00



NTXTF 334 5F 1
RETURN TO SENDER
VACANT
UNABLE TO FORWARD
RC: 33416230909 *1587 03609 08 12

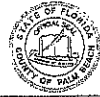
33416@2309



Enclosed is your new Voter Information Card. Please detach and sign the Voter Information Card and destroy any other Voter cards in your possession. Please read through the enclosed information carefully.

Adjunto su nueva Tarjeta de Información Electoral. Por favor separe y firme la Tarjeta de Información Electoral y destruya cualquier otra tarjeta electoral que tenga en su posesión. Por favor lea con cuidado la información adjunta.

REMOVE AND SIGN VOTER CARD BELOW
SEPARAR Y FIRME LA TARJETA ELECTORAL A CONTINUACION



VOTER CARD • PALM BEACH COUNTY, FLORIDA
TARJETA ELECTORAL, CONDADO DE PALM BEACH, FLORIDA

| REGISTRATION NUMBER | REGISTRATION DATE | PRECINCT |
|-----------------------|----------------------|--------------------|
| Numero de Inscripción | Fecha de Inscripción | Distrito Electoral |
| [REDACTED] | 10-25-2001 | 7046 |

RIVIERA BEACH FL 33404

Signature of Voter Firma de Votante [REDACTED] REP
X

FOLD HERE / DOBLE AQUÍ

YOUR PRECINCT NUMBER Su Número de Distrito Electoral 7046
YOUR POLLING LOCATION Su Centro Electoral
NEWCOMB HALL
180 E 13TH ST RIVIERA BEACH

YOU ARE ELIGIBLE TO VOTE FOR A REPRESENTATIVE IN EACH DISTRICT LISTED
USTED PUEDE VOTAR POR UN REPRESENTANTE DE CADA DISTRITO NOMBRADO

| US CONGRESS | STATE SENATE | STATE HOUSE |
|-----------------------|-------------------|--------------------------------|
| Congreso de los EE.UU | Senado del Estado | Cámara de Diputados del Estado |
| 22 | 27 | 88 |
| COUNTY COMMISSION | SCHOOL BOARD | MUNICIPALITY |
| Comisión del Condado | Junta Escolar | Municipalidad |
| 7 | 7 | RB |

REGISTRATION NO 111846620 NUMERO DE INSCRIPCION
SUSAN BUCHER - SUPERVISOR OF ELECTIONS / SUPERVISOR DE ELECCIONES

DO YOU WANT TO BE A POLL WORKER?
If you are interested, please call the Elections Office at (561) 656-6200, Extension 4
¿QUISIERA SER FUNCIONARIO ELECTORAL Y TRABAJAR EN LAS URNAS?
Si está interesado, por favor llame a la Oficina de Elecciones al (561) 656-6200, Extensión 4

Enclosed is your new Voter Identification Card
Please destroy all old cards you may have
** NOTE YOUR PRECINCT AND POLLING PLACE AS THEY MAY HAVE CHANGED **

VOTER INFORMATION - PLEASE READ • INFORMACION PARA EL VOTANTE-FAVOR DE LEER

YOUR VOTER REGISTRATION is permanent as long as you remain a legal resident of the State of Florida, and do not lose your voting rights due to felony conviction or adjudication of mental incompetence.

LA INSCRIPCION ELECTORAL es permanente siempre y cuando siga siendo residente legal del Estado de Florida y no pierda su derecho de votar debido a haber sido condenado de un delito mayor o que se le haya adjudicado mentalmente incapacitado.

YOUR REGISTRATION allows you to vote in municipal (if you reside within a municipality), county, state and national elections.

LA INSCRIPCION le permite votar en elecciones municipales (si reside dentro de una municipalidad), del condado, estatales y nacionales.

PICTURE AND SIGNATURE ID IS REQUIRED when you go to your polling place to vote. Each elector is required to present a current and valid Florida Driver's License, a Florida Identification Card, or any other acceptable picture/signature ID. If you do not have picture identification, you will be required to vote a Provisional Ballot.

SE REQUIERE DOCUMENTO DE IDENTIDAD CON FOTO Y FIRMA cuando vaya a su lugar electoral a votar. Cada elector tiene que mostrar una licencia de Conducir o Tarjeta de Identidad de Florida, o cualquier otro documento de identidad con foto y firma actualizado y válido. Si no tiene un documento de identidad con foto, tendrá que votar con una Boleta Provisional.

YOUR POLLING LOCATION is listed on your Voter Information Card. You must notify the Supervisor of Elections Office if you move from the address listed on your Card. NOTE: Florida Statutes require you to vote in the precinct where you are living on Election Day. It is a third degree felony to vote in a precinct where you do not legally reside.

EL LUGAR ELECTORAL lo encuentra en su Tarjeta de Información Electoral. Tendrá que notificar a la Oficina del Supervisor de Elecciones si se muda de la dirección que figura en su tarjeta. NOTA: Las Leyes de Florida requieren que usted vote en el Distrito Electoral en el que está viviendo el día de las Elecciones. El votar en un distrito electoral donde no reside es un delito mayor de tercer grado.

ABSENTEE BALLOTS may be requested by contacting the Supervisor of Elections Office either in writing, by phone or on our website (www.pbcelections.org).

LA BOLETA DE AUSENTE se pueden solicitar al comunicarse con la Oficina del Supervisor de Elecciones ya sea por escrito, por teléfono o en nuestro sitio web (www.pbcelections.org).

IF YOU WANT TO CHANGE YOUR POLITICAL PARTY AFFILIATION, you must do so prior to the registration books closing deadline. The registration books close 29 days before an election.

SI DESEA CAMBIAR SU AFILIACIÓN DE PARTIDO POLITICO, tendrá que hacerlo antes de la fecha límite en que se cierran los libros de inscripción. Los libros de inscripción se cierran 29 días antes de las elecciones.

NEED TO UPDATE YOUR SIGNATURE? Please call the Supervisor of Elections Office for an application.

¿NECESITA ACTUALIZAR SU FIRMA? Por favor llame a la Oficina del Supervisor de Elecciones para pedir una aplicación.

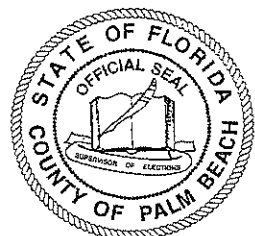
VOTER INFORMATION CARD

SUSAN BUCHER
SUPERVISOR OF ELECTIONS
PO Box 22309
West Palm Beach, FL 33416-2309

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE AND FEES PAID
MAILED FROM
ZIP CODE 37229
PERMIT #3918

08/05/12

RETURN SERVICE REQUESTED



IMPORTANT! VOTER INFORMATION ENCLOSED - PLEASE OPEN IMMEDIATELY
INFORMACION IMPORTANTE PARA EL VOTANTE - FAVOR DE ABRIR INMEDIATAMENTE

0025566 01 AV 0.350 **AUTO 1 0 0002 33404-450648 -C01-1

[REDACTED]



NEED TO UPDATE YOUR SIGNATURE? Please call the Supervisor of Elections Office for an application.
¿NECESITA ACTUALIZAR SU FIRMA? Por Favor llame a la Oficina del Supervisor de Elecciones para pedir una aplicación.

IF YOUR ADDRESS HAS CHANGED WITHIN PALM BEACH COUNTY PLEASE COMPLETE, SIGN AND MAIL TO:
SI SU DIRECCION HA CAMBIADO DENTRO DEL CONDADO PALM BEACH, POR FAVOR COMPLETE, FIRMAR Y ENVIAR A:
 Supervisor of Elections PO Box 22309 West Palm Beach, FL 39416-2309
 Tel. No. (561) 656-6200

Name/Nombre _____ Birth Date/Fecha de Nacimiento _____

Palm Beach County legal residence address
 Dirección de residencia legal en el Condado de Palm Beach _____

Mailing address Dirección postal _____

If you are providing a mailing address outside of Palm Beach County, check the appropriate box:
 Si proporciona una dirección postal fuera del Condado de Palm Beach, marque el cuadrado debido:
 Military / Militar Overseas / En Extranjero Student / Estudiante
 Temporary Residence / Residencia Temporal

Other Otro _____ Telephone Number/Número de Teléfono _____
 Specify/Especifique _____

Requests must be signed **Solicitud tiene que ser firmada**
 Signature/Firma X _____

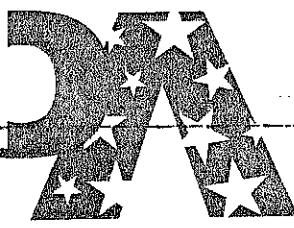
FLORIDA HAS CLOSED PRIMARIES which means that unlike municipal, general and special elections, you may only vote for candidates of the party in which you are registered. There is only one exception – if all candidates running for an office have the same party affiliation, and the winner has *no opposition in the general election*, then all registered voters may vote for that race in the primary. If there are nonpartisan candidates (such as judicial or school board races) or issues (such as referendums) on the ballot, all voters may vote for these regardless of party affiliation. In general elections, all registered voters may vote for all races and issues. If you are unsure about your eligibility to vote for any races or issues in an election, call the office and our staff will be glad to help.

FLORIDA TIENE PRIMARIAS CERRADAS, lo cual quiere decir que a diferencia de elecciones municipales, generales y especiales, sólo puede votar por los candidatos del partido en el que está inscrito. Sólo existe una excepción – si todos los candidatos a un puesto son miembros del mismo partido político, y el ganador no tiene oposición en las elecciones generales, entonces todo elector inscrito puede votar en esa contienda en las elecciones primarias. Si hay candidatos no partidarios (tal como contiendas judiciales o de la junta escolar) o asuntos (tales como referendos) en la boleta, todo elector puede votar por éstos sin importar su afiliación política. En las elecciones generales, todo elector puede votar por toda contienda y asunto. Si no está seguro acerca de su elegibilidad de votar por alguna contienda asunto en las elecciones, llame a nuestra oficina y nuestro personal le ayudará con gusto.

- CENTRAL OFFICE OFICINA CENTRAL656-6200
- NORTH COUNTY NORTE DEL CONDADO624-6555
- SOUTH COUNTY SUR DEL CONDADO276-1226
- GLADES AREA AREA DE GLADES992-1114
- TOLL FREE FROM SOUTH COUNTY AND GLADES AREA (866) 868-3321
 LLAMADA GRATIS DESDE EL SUR DEL CONDADO Y AREA DE GLADES
- OFFICE HOURS: 8:30 AM TO 5:00 PM, MONDAY-FRIDAY
 HORAS HABLES: 8:30 AM A 5:00 PM, LUNES-VIERNES

RETURN TO SENDER
 RETURN TO SENDER
 SEE THE FIRST OF 08/02/11

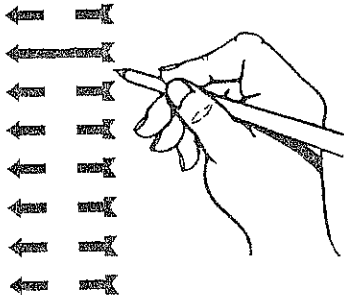
39416@22309



HOW TO VOTE

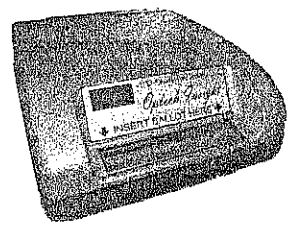
INSTRUCTIONS FOR MARKING BALLOT

TO VOTE
 DRAW A LINE
 CONNECTING THE
 HEAD AND TAIL
 OF THE ARROW
 THAT POINTS
 TO YOUR
 CHOICE



IF YOU MAKE AN ERROR PLEASE RETURN BALLOT TO THE ELECTION OFFICIAL AND REQUEST A NEW BALLOT

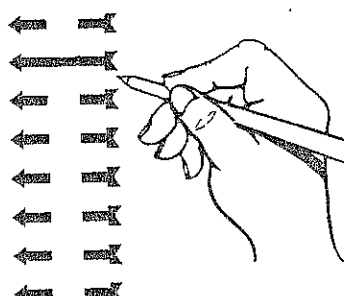
After Voting, place ballot inside the Privacy Sleeve
 To record vote, feed top of ballot straight into the ballot scanner



CÓMO VOTAR

INSTRUCCIONES PARA MARCAR LA BOLETA

VOTE
 PARA VOTAR POR SU
 CANDIDATO TRACE UNA
 LINEA QUE CONECTE LA
 CABEZA CON LA COLA
 DE LA FLECHA
 INDICANDO SU
 SELECCION



SI USTED COMETE UN ERROR POR FAVOR DEVUELVA SU BOLETA AL OFICIAL ELECTORAL Y PIDA UNA BOLETA NUEVA

Después de Votar, coloque la boleta adentro del Sobre de Privacidad
 Para someter el voto, inserte la parte superior de la boleta directamente en el escáner

