

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years:	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	161,161				
External Revenues	(140,140)				
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	21,021	N/A	N/A	N/A	N/A

ADDITIONAL FTE POSITIONS (Cumulative) _____


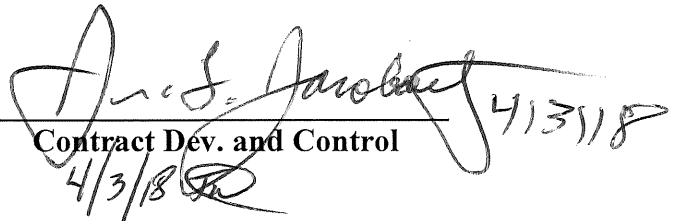
Is Item Included In Current Budget? Yes X No _____
 Does this item include the use of Federal Funds? Yes _____ No X

Budget Account No: 0001-180-1109-9021

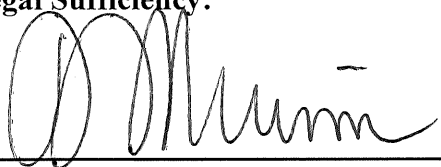
B. Recommended Sources of Funds/Summary of Fiscal Impact:
 The County match is included in the FY 2018 budget.

III. REVIEW COMMENTS

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

 _____ OFMB	4/2/18 4/2 8/4/2	 _____ Contract Dev. and Control	4/3/18
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B. Legal Sufficiency:



 County Attorney

4/3/18

C. Other Department Review:

 Department Director



Palm Beach County

Attachment 1

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

March 30, 2018

Amy Karpf
Office of Financial Management and Budget
301 N Olive Avenue
West Palm Beach, FL 33401

Amy,

Attached is the fiscal year 2017-2018 request for Federal Election Activities Funds. This request will be submitted by this office to the Florida Department of State upon completion. A requirement of the application is that we provide a signed 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 the HAVA Grant awarded by the state in the fiscal year.

I request that you submit this information as required to the Mayor and Board of County Commissioners. After the form, Attachment D of MOA 2017-2018-0001 (DS-DE 127), is signed, please send a copy to me.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Tatoul", is written over a horizontal line.

Mark Tatoul
Business Affairs Manager

cc: Susan Bucher, Supervisor of Elections
Lisa Pontius, OFMB



Attachment 2

Mark Tatoul <marktatoul@pbcelections.org>

Fwd: 2017-2018 FEA Grant Funds Available

1 message

Mark Tatoul <marktatoul@pbcelections.org>
To: Mark Tatoul <marktatoul@pbcelections.org>

Fri, Mar 30, 2018 at 11:52 AM

----- Forwarded message -----

From: **Mosca, Alexander N.** <Alexander.Mosca@dos.myflorida.com>

Date: Mon, Jan 8, 2018 at 12:26 PM

Subject: 2017-2018 FEA Grant Funds Available

To:

Cc: "Johnson, Althera" <Althera.Johnson@dos.myflorida.com>, "Huba, Charity D." <Charity.Huba@dos.myflorida.com>, "Matthews, Maria I." <Maria.Matthews@dos.myflorida.com>

Dear Supervisors of Elections and Staff:

We are pleased to announce that up to \$2,000,000 from the Federal Grants Trust Fund (i.e., HAVA Fund) is now available for disbursement to county supervisors of elections for the fiscal year 2017-2018. These funds are made available through specific appropriation 3098 of the 2017-2018 General Appropriations Act (see Section 6, Chapter 2017-70, Laws of Florida).

These funds are allocated and will be distributed to Supervisors based on the same formula used in years past using in part the number of active registered voters in each county as of the 2016 General Election's book closing. These funds can only be spent for one or more of the following federal election activity categories:

- Voter Education;
- Poll Worker Training;
- Standardizing Election Results Reporting;
- Other Federal Election Administration Activities, as approved by the Department of State.

Supervisors can begin apply for these funds at this time. As was previously announced in the summer, the new method for requesting these grants will be through the DOS Grants website, DOSgrants.com. The Department has prepared several resources to guide you through the process.

- Supervisors of Elections DOS Online Grants System User Manual (copy attached)
 - Includes step-by-step instructions for creating user accounts, managing your organization, and applying for the FEA grant.
- DOS Grants Frequently Asked Questions:
 - <https://dosgrants.com/Content/Downloads/DOS%20Grants%20FAQ.pdf>

- Instructional Videos:
 - How to Register for DOS Grants
 - How to Navigate DOS Grants
 - How to Create an Organization
 - How to Join an Organization
 - How to Add Organization Staff
 - How to Start and Submit an Application

As a reminder, if you still have HAVA funds from prior disbursements, please use those first before spending more current funds. While your expenditures have to be in accordance with submitted plans, please note, for example, that expenses related to sample ballots have been an allowable expense since FY 2003-04. You can always amend your plan to reflect another activity, provided that activity was allowed during the specific grant year. The amended plan must be submitted and approved by the Division of Elections prior to expenditure of funds. Expending prior years' funds including accrued interest means fewer reports to submit, fewer funds to track, fewer potential bank fees to pay for multiple accounts, and less time before you can dispose of your records.

If you have any questions, please do not hesitate to contact our office.

Alexander Mosca

Program Administrator

Florida Department of State, Division of Elections

850-245-6292

The Department of State is committed to excellence.
Please take our Customer Satisfaction Survey.

Palm Beach County Supervisor of Elections

Project Title: Voter Education

A. Voter Education Page 1 of 6

Anticipated % of Funds Total: 100

Applicant Information

- a. **Organization Name:** Palm Beach County Supervisor of Elections [\(/Organization/Details/1043\)](#)
- b. **FEID:** 74-3196272
- c. **Phone number:** 561.656.6200
- d. **Principal Address:** 240 South Military Trail West Palm Beach, 33415
- e. **Mailing Address:** P.O. Box 22309 West Palm Beach, 33416-2309
- f. **Website:** www.pbcelections.org
- g. **Organization Type:** County Government
- h. **Organization Category:** Government: Supervisor of Elections
- i. **County:** Palm Beach
- j. **DUNS number:**

1. Sample Ballots

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds	✓	✓		✓
Prior Year Federal Election Activities Roll Over Funds	✓			
Prior Year Voter Education Roll Over Funds				
Anticipated % of Funds To Be Spent	94			

2. Voter Information Cards

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds	✓	✓		
Prior Year Federal Election Activities Roll Over Funds				
Prior Year Voter Education Roll Over Funds				
Anticipated % of Funds To Be Spent	3			

3. Publications

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds	✓	✓		
Prior Year Federal Election Activities Roll Over Funds				
Prior Year Voter Education Roll Over Funds				
Anticipated % of Funds To Be Spent	3			

4. System Demonstrations

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds				
Prior Year Federal Election Activities Roll Over Funds				
Prior Year Voter Education Roll Over Funds				
Anticipated % of Funds To Be Spent	0			

5. Voter Guides

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest

Current Federal Election Activities
Funds
Prior Year Federal Election Activities
Roll Over Funds
Prior Year Voter Education Roll Over
Funds
Anticipated % of Funds To Be Spent **0**

6. Voter Education

For each of the activity areas you have indicated you plan to spend funds on in Part 1, provide a performance goal, performance measure, timeline, and budget for the funds requested under this agreement.

Performance Goals

Educate voters about voting procedures, voting rights, or voting technology. This will include the use of Sample Ballots, Voter Information Cards, and Advertising.

Performance Measures

Compare with previous election: greater use of Early Voting & Vote By Mail; fewer voters at wrong polling locations; decreased waiting times; fewer mistakes on ballots.

Timeline

Period leading up to and including the 08/28/2018 Primary Election.

Budget

FEA funding of \$140,139.56, plus Palm Beach County match of \$21,020.93, for a total of \$161,160.49.

B. Poll Worker Training Page 2 of 6

Anticipated % of Funds Total: 100

1. Training Salaries

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds				
Prior Year Federal Election Activities Roll Over Funds				
Prior Year Poll Worker Training Roll Over Funds				
Anticipated % of Funds To Be Spent	0			

2. Training Materials

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds				
Prior Year Federal Election Activities Roll Over Funds				
Prior Year Poll Worker Training Roll Over Funds				
Anticipated % of Funds To Be Spent	0			

3. Poll Worker Training

For each of the activity areas you have indicated you plan to spend funds on in Part 1, provide a performance goal, performance measure, timeline, and budget for the funds requested under this agreement.

Performance Goals

Performance Measures

Timeline

Budget

C. Standardizing Election Results Reporting Page 3 of 6

Anticipated % of Funds Total: 100

1. Standardizing Election Results Reporting

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds				
Prior Year Federal Election Activities Roll Over Funds				
Anticipated % of Funds To Be Spent	0			

2. Standardizing Election Results Reporting

For each of the activity areas you have indicated you plan to spend funds on in Part 1, provide a performance goal, performance measure, timeline, and budget for the funds requested under this agreement.

Performance Goals

Performance Measures

Timeline

Budget

D. Administration Activities Page 4 of 6

Anticipated % of Funds Total: 100

1. Move Act

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds				
Prior Year Federal Election Activities Roll Over Funds				
Anticipated % of Funds To Be Spent	0			

2. Technology

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Activities Funds				
Prior Year Federal Election Activities Roll Over Funds				
Anticipated % of Funds To Be Spent	0			

3. Standardizing Election Results Reporting

For each of the activity areas you have indicated you plan to spend funds on in Part 1, provide a performance goal, performance measure, timeline, and budget for the funds requested under this agreement.

Performance Goals

Performance Measures

Timeline

Budget

E. Attachments Page 5 of 6

1. Add Attachments*

Download the Memorandum of Agreement, then upload it below *

File Name	File Size	View (opens in new window)
HAVAMOAFY17_18--signed.pdf	438 [KB]	View file (https://grantsblob.blob.core.windows.net/2018/Projects/3980/Application/Files/HAVAMOAFY17_18--signed.pdf?sv=2016-05-31&sr=b&si=applicationFileAccessPolicy&sig=WwrByqHsykXn%2F5IUNTUJTWODWN%2FKX6YHn9LIYs0lhY%3D)

Download the Provisio Language document

Download the Funds Per County document

Download and complete the Certificate of Matching Funds document, then upload it below *

File Name	File Size	View (opens in new window)
Attachment D - DE-DE 127 - Certificate Reg Matching Funds - FEA - 2017-2018--modified--unsigned.doc	30 [KB]	View file (https://grantsblob.blob.core.windows.net/2018/Projects/3980/Application/Files/Attachment D - DE-DE 127 - Certificate Reg Matching Funds - FEA - 2017-2018--modified--unsigned.doc?sv=2016-05-31&sr=b&si=applicationFileAccessPolicy&sig=%2FmNopdfETZ1VhJ0PhgZE1uqcbjOHjhBF%2F%2ByC24Qom%2Bg%3D)

Download and complete the Debarment and Suspension document, then upload it below *

File Name	File Size	View (opens in new window)
AttachmentE-DebarmentSuspension--ED FormGCS-009688(FY2017-18)--signed.pdf	128 [KB]	View file (https://grantsblob.blob.core.windows.net/2018/Projects/3980/Application/Files/AttachmentE-DebarmentSuspension--ED FormGCS-009688(FY2017-18)--signed.pdf?sv=2016-05-31&sr=b&si=applicationFileAccessPolicy&sig=uL%2FAldENYriQHjPmI6WBMDx4ckDGKZWioMDoo9RA2JI%3D)

Download and complete the Certificate of Equipment document, then upload it below

File Name	File Size	View (opens in new window)
AttachmentF-CertificateofEquipmentforCastingandCounting(FY201....pdf	214 [KB]	View file (https://grantsblob.blob.core.windows.net/2018/Projects/3980/Application/Files/AttachmentF-CertificateofEquipmentforCastingandCounting(FY201....pdf?sv=2016-05-31&sr=b&si=applicationFileAccessPolicy&sig=TJO46yCuWWEHkMaGCSjZBuKXD8mYuDqOUxB3T8IU)

Download the Single Audit Act Requirements document

2. Upload Voter Education Samples

Voter Education Sample Information

File	Title	Description	Size	Type	View (opens in new window)
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File	Title	Description	Size	Type	View (opens in new window)
Examples-of-Sample-Ballot-and-Voter-Info-Card--Palm-Beach-City-SOE.pdf			360 [KB]		View file (https://grantsblob.blob.core.windows.net/2018/Projects/3980/Application/Files/Examples-of-Sample-Ballot-and-Voter-Info-Card--Palm-Beach-City-SOE.pdf?sv=2016-05-31&sr=b&si=applicationFileAccessPolicy&sig=k%2FCrqmyrVL8b0wMjEJ64y2AnoqNVvnAeZsOVLnNznM%3D)

3. Upload Pollworker Training Documentation

Pollworker Training Documentation

F. Review and Submit Page 6 of 6

1. Review and Submit

I hereby certify that I am authorized to submit this application on behalf of Palm Beach County Supervisor of Elections and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

Signature (Enter first and last name)

**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, _____ (insert address) _____. This agreement is effective as of the date fully executed by the parties.

*240 S. Military Trail,
West Palm Beach, FL 33415*

I. GOVERNING LAW

Funds provided under this agreement are made available by the Department as a pass-through entity. The U.S. Elections Assistance Commission originally awarded these funds in fiscal year 2003-2004, pursuant to 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") to improve the administration of federal elections. Through specific appropriation 3098 of the 2017-2018 General Appropriations Act (see Section 6, Chapter 2017-70, Laws of Florida) the Department is authorized to disburse up to \$2,000,000 from the Federal Grants Trust Fund (HAVA Account # 261011) to the county supervisors of elections for the fiscal year 2017-2018 ("FY 2017-2018 funds"). Because the State of Florida on August 28, 2006, certified that Subchapter III requirements of HAVA have been met, the funds can be used to carry out other activities to improve the administration of federal elections, pursuant to section 251(b)(2) of HAVA.

Specific Appropriation 3098 proviso language authorizing the use of funds is attached hereto as **Attachment A**.

II. SCOPE OF USE AND RESTRICTIONS

A. Scope of Work. The Supervisor shall only use the FY 2017-2018 funds for programs to improve the administration of federal elections, in one or more of the following categories:

- *Voter Education*
- *Poll Worker Training*
- *Standardizing Election Results Reporting*
- *Other Federal Election Administration Activities, as approved in advance by the Department of State.*

B. Deliverable.

Payment 1, Deliverable/Task 1:

- Payment will be an advance payment in a fixed amount up to the amount identified for the Supervisor's county in **Attachment C**. The advance fixed amount will be the amount requested by the Supervisor in the Federal Election Activities Plan submitted to and approved by the Department prior to the payment being made. Any expenditures from the advance payment must be made pursuant to the budget set out in the Federal Election Activities Plan to accomplish the program or activity described in detail therein.

MOA # 2017-2018-0001-SMB

Any amendments to the Plan must be approved by the Department, and no expenditures or obligations may be incurred regarding an amendment until approved by the Department.

- C. Length of Agreement.** This agreement shall begin on the date the Supervisor and the Department sign the agreement and continue until all grant funds distributed pursuant to this agreement have been expended or the Supervisor chooses to revert remaining distributed HAVA funds including accrued interest (but excluding county match) to the Department. The award date for the funds will be the day the funds are transferred to the Supervisor.
- D. Minimum Performance Administration Standards.** In order to receive grant funds under this agreement, the Supervisor shall include as part of the required detailed Federal Election Administration Activities Plan (DS-DE 126) referenced in Section III.A., performance measures and goals including milestones for how the funds will be used. Additionally, the Supervisor shall report on how those goals and measures were achieved or are outstanding using the annual expenditure report ((DS-DE 128, rev. 1/16) required under Section V.B.1
- E. Interest bearing account/public depository and accounting.** The Supervisor must establish and maintain the FY 2017-2018 funds in an interest bearing account in a “qualified public depository” as defined by section 280.02, Florida Statutes, and otherwise must comply with the applicable requirements of chapter 280. The Supervisor must segregate federal funds and required county matching dollars in a separate account established to hold only such funds.

Funds in this account must be used only for the purposes identified in the Federal Election Administration Activities Plan. Funds shall remain in the account to be used for the purposes identified in the Federal Election Administration Activities Plan for subsequent years or until such funds are expended or returned to the department.

Please note that separate public depository requirements apply under chapter 280, Florida Statutes, but are outside the scope of enforcement of this agreement. The Supervisor will be required to execute and retain in the official records a Public Deposit Identification and Acknowledgment Form (DFS-J1-1295) and to submit a Public Depositor Annual Report to the Chief Financial Officer (DFS-J1-1009) to the Public Deposits Program, Florida Department of Financial Services. Refer to The Department of Financial Services Collateral Management for Governmental Units page for more information, or contact the Program Administrator at 850-413-3360.

The Supervisor shall maintain separate accounting records for each of the funding sources identified under its plan submitted pursuant to this agreement.

- F. Restrictions.** Funds must be used only for programs to improve federal election administration activities, pursuant to section 251 of HAVA, as detailed in the Supervisor’s Federal Election Administration Activities Plan, as approved by the Department. If any of

these funds are used for any other purpose, the cost must be pro-rated for the portion of the expenditure that is allocable to improvement of federal election activities.

Funds may 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.

III. DISBURSEMENT

The Department shall distribute to each eligible county supervisor of elections upon request up to an amount equal to the funding level per voter multiplied by the number of active registered voters as of book closing in the county for the 2016 General Election (12,867,773). The Supervisor shall receive grant funds in an amount not to exceed the sum specified for Supervisor's county in **Attachment C**, and the actual amount disbursed will be the amount requested by the Supervisor in the Federal Election Administration Activities Plan and approved by the Department.

A. Submissions. Prior to the Department disbursing FY 2017-2018 funds to the Supervisor under this agreement, the Supervisor must submit to the Department the following for approval:

1. A completed Federal Election Administration Activities Plan utilizing Form DS-DE 126 (Attachment B) as a template and incorporating by reference a separate, detailed description of each program that will be implemented for every category checked on Form DS-DE 126, and a timeline and budget for each program. Each description shall include program goals and performance measures for those goals. The Supervisor shall also indicate on Form DS-DE 126, for each category checked, all sources of funding that apply, i.e. include the source of funds (federal, county matching funds, other county funds, and interest earned for each federal election administration activity set forth in the plan). Where applicable, the Supervisor shall provide SAMPLES of all publications, including voter education printed documents, and transcripts of audio and video recordings or clips to be used in any program.
2. A written certification from the county governing body (e.g. Board of County Commissioners) (DS-DE 127, Revised 8/16) that it will provide in addition *matching funds in an amount equal to fifteen percent (15%) of the amount to be received from the state*. This form is attached hereto as **Attachment D**. If the county governing body fails to appropriate the matching funds, the Supervisor must return or repay to the Department the portion of the funds for which the matching funds would have applied.
3. 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 E**. [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.]

4. A completed "Certificate of Equipment for Casting and Counting Ballots" (DS-DE 135, Effective 8/16), attached hereto as **Attachment F**. 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.

IV. Electronic Payments

The Supervisor may choose to use electronic funds transfer (EFT) to receive grant payments. All Supervisors wishing to receive their award through electronic funds transfer must submit a Direct Deposit Authorization form to the Florida Department of Financial Services. If EFT has already been set up for your organization, you do not need to submit another authorization form unless you have changed bank accounts. To download this form visit <http://www.myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf>. This page also includes tools and information that allow you to check on payments.

V. MONITORING, AUDITS, AND REPORTS

The administration and use of funds are subject to monitoring, audits, and reports as follows:

A. Monitoring.

In addition to reviews of audits conducted in accordance with OMB Circular A-133, Subpart B, as revised, and Section 215.97, F.S., monitoring procedures may include, but are not limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, Subpart B, as revised, and/or other procedures (**see Attachment G**). By entering into this agreement, the Recipient agrees to comply and cooperate with any monitoring procedures/processes the Department deems appropriate.

The Department shall closely monitor the Supervisors' annual expenditure reports to ensure that the Supervisors expend HAVA funds in accordance with the approved Federal Election Administration Activities Plan, applicable law, and this agreement, 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.

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>.

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

1. **Expenditure report.** The Supervisor shall submit an annual report (DS-DE 128, Revised 1/16) by December 31 of every year until the funds are expended or returned to the Department, as described in section II.D. of this agreement.

- If expenses are made at any time from the date of initial receipt of the FY 2017-2018 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 expenditures were made and/or funds remain to cover the preceding October 1st through September 30th period until all funds are fully expended.

The Supervisor shall indicate on the report if the funds are fully expended during the expenditure period being reported. The report must include the detailed information required in section II. D ("Minimum Performance Administration Standards"), e.g., an explanation of how grant funds were spent on each program identified in the approved Federal Election Administration Activities Plan, goals, timeline and milestones met or outstanding, and performance measures. Additionally, the Supervisor must include documentation (such as appropriation statement, committee meeting minutes approving appropriation, or account statement) that shows that the county governing body appropriated matching funds as certified in Section III. A. 2. "Disbursements." The county's failure to appropriate the matching funds or reversion of those funds back to the county for any reason must be reported to the Department.

Each financial report shall include complete documentation detailing expenditures made, including billing or itemized receipts, invoices, paid bills, payroll records and employee time sheets or semi-annual certifications, to account for the expenditures identified in Attachment B. The voter education publications must provide voter education concerning voting procedures, voting rights or voting technology. If deemed necessary after review of a financial report, the Supervisor may be required to provide any requested supplemental documentation. For products, documentation may include a copy of or the actual product or publication and an indication of how many individual items were produced or printed. For services, documentation 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. Documentation must account for all expenditures made from grant funds awarded under this agreement.

2. Remaining balance report. The Supervisor shall report annually to the Department any unspent funds remaining on June 30 of each fiscal year. The Department will provide the report form (DS-DE 129, Revised 7/16). The Supervisor shall submit the annual report no later than July 31 of every year until such HAVA funds are fully expended or returned.

C. Reporting Requirements

MOA # 2017-2018-0001- SMB

Copies of financial reporting packages as described in section .320(c), 2 CFR §200.328 (as revised) for audits conducted by or on behalf of the Recipient pursuant to **Attachment G** of this agreement, shall be submitted as required to:

*Department of State
Division of Elections
R.A. Gray Building, Ste 316
500 S. Bronough St.
Tallahassee, FL
32399-0250*

*Department of State
Office of Inspector General
R.A. Gray Bldg., Rm. 114-A
500 S. Bronough Street
Tallahassee, FL
32399-0250*

*Auditor General's Office
Room 401, Pepper Bldg.
111 West Madison St.
Tallahassee, FL
32399-1450*

*Federal Audit
Clearinghouse
Bureau of the Census
1201 East 10th St.
Jeffersonville, IN
47132*

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), 2 CFR 2 §200.328 (as revised).

Any reports, management letter, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely and in accordance with 2 CFR §200.328, the Florida Statutes, and Chapter 10.550 (local governmental entities) of the Rules of the Auditor General, whichever is applicable (<http://www.myflorida.com/audgen/pages/localgovt.htm>). The correspondence accompanying the financial reporting package forwarded to the Department must include the date the Recipient received the reporting package.

VI. 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, in accordance with **Attachment A**, to support financial reporting, and to conduct audits as may be required or requested. These records must be retained 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 (See GS-01 General Records Retention Schedule). 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.**

VII. INCORPORATED DOCUMENTS

This agreement incorporates by reference the following documents:

- **Attachment A:** General Appropriations Act Proviso Language
- **Attachment B:** Federal Election Administration Activities Plan (Form DS-DE 126, rev. 8/2016)
- **Attachment C:** Federal Election Administration Activities - Funds Allocation per County/County Matching Funds
- **Attachment D:** Certificate Regarding Matching Funds (Form DS-DE 127, rev. 8/2016).
- **Attachment E:** Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (ED federal form GCS-009, v. 6/88)
- **Attachment F:** Certificate of Equipment for Casting and Counting Ballots (Form DS-DE 145, rev. 8/2016)
- **Attachment G:** Single Audit Act Requirements, Exhibit I and Compliance Requirements for Agreements and Exhibit 2 CFO Memorandum No. 03

MOA # 2017-2018-0001-SMB

VIII. 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 proper venue will be in Leon County, Florida. The Department shall not be liable for attorney fees, interest, late charges or service fees, or costs of collection related to this agreement.

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, Supervisor of Elections
(print name/title)

FL Department of State/Division of Elections
By: _____

(print name/title)

County FEID Number: 74-3196272

Witness: _____

Witness: _____

Date: _____

Date: _____

Please complete, sign & return this agreement, the required detailed plan, and the required certifications to:

HAVA Unit, 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 # 2017-2018-0001

3098 SPECIAL CATEGORIES
GRANTS AND AIDS - FEDERAL ELECTION ACTIVITIES (HELP AMERICA VOTE ACT)
FROM FEDERAL GRANTS TRUST FUND . . . \$2,000,000

Funds in Specific Appropriation 3098 shall be distributed to county supervisors of elections to be used for election administration activities such as voter education; poll worker training; standardizing elections results reporting; or other federal election administrative activities as approved by the Department of State.

County supervisors of elections will receive funds only after providing the Department of State a detailed description of the programs that will be implemented. Funds distributed to county supervisors of elections require a certification from the county that matching funds will be provided in an amount equal to fifteen percent of the amount to be received from the state.

Also, before a county supervisor of elections receives funds for 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, the software or technology must first be certified or approved, whichever is applicable by the Department of State. Additionally, before the Supervisor can receive funds for emerging or enhancing technology, 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.

To be eligible, a county must segregate federal funds and required county matching dollars in a separate account established to hold only such funds. Funds in this account must be used only for the activities for which the funds were received. Funds shall remain in the account to be used for the same purposes for subsequent years or until such funds are expended. Supervisors of elections shall report to the Department of State any unspent funds remaining on June 30 of each fiscal year.

FLORIDA DEPARTMENT OF STATE-DIVISION OF ELECTIONS
County Allocation of Help America Vote Act Funds - Federal Election Administration Activities
FY 2017-2018

County	2016 General Election - Active Registered Voters	Amount - Federal Election Activities Funds Per County	Amount - 15% Match By County Funds
Alachua	177,947	\$ 27,657.78	\$ 4,148.67
Baker	15,147	\$ 2,354.25	\$ 353.14
Bay	118,016	\$ 18,342.88	\$ 2,751.43
Bradford	16,042	\$ 2,493.36	\$ 374.00
Brevard	412,032	\$ 64,040.92	\$ 9,606.14
Broward	1,179,255	\$ 183,288.13	\$ 27,493.22
Calhoun	8,596	\$ 1,336.05	\$ 200.41
Charlotte	128,332	\$ 19,946.26	\$ 2,991.94
Citrus	105,696	\$ 16,428.02	\$ 2,464.20
Clay	146,641	\$ 22,791.98	\$ 3,418.80
Collier	200,707	\$ 31,195.30	\$ 4,679.29
Columbia	37,385	\$ 5,810.64	\$ 871.60
DeSoto	15,884	\$ 2,468.80	\$ 370.32
Dixie	9,923	\$ 1,542.30	\$ 231.35
Duval	588,121	\$ 91,409.91	\$ 13,711.49
Escambia	210,039	\$ 32,645.74	\$ 4,896.86
Flagler	79,281	\$ 12,322.41	\$ 1,848.36
Franklin	7,229	\$ 1,123.58	\$ 168.54
Gadsden	29,584	\$ 4,598.15	\$ 689.72
Gilchrist	11,423	\$ 1,775.44	\$ 266.32
Glades	6,611	\$ 1,027.53	\$ 154.13
Gulf	10,210	\$ 1,586.91	\$ 238.04
Hamilton	8,086	\$ 1,256.78	\$ 188.52
Hardee	11,720	\$ 1,821.61	\$ 273.24
Hendry	17,477	\$ 2,716.40	\$ 407.46
Hernando	130,639	\$ 20,304.83	\$ 3,045.73
Highlands	61,603	\$ 9,574.77	\$ 1,436.22
Hillsborough	849,838	\$ 132,087.81	\$ 19,813.17
Holmes	11,230	\$ 1,745.45	\$ 261.82
Indian River	106,647	\$ 16,575.83	\$ 2,486.37
Jackson	28,952	\$ 4,499.92	\$ 674.99
Jefferson	9,506	\$ 1,477.49	\$ 221.62
Lafayette	4,465	\$ 693.98	\$ 104.10
Lake	222,432	\$ 34,571.95	\$ 5,185.79
Lee	423,938	\$ 65,891.43	\$ 9,883.71
Leon	206,335	\$ 32,070.04	\$ 4,810.51
Levy	26,833	\$ 4,170.57	\$ 625.59
Liberty	4,497	\$ 698.96	\$ 104.84
Madison	11,567	\$ 1,797.82	\$ 269.67
Manatee	231,076	\$ 35,915.46	\$ 5,387.32
Marion	230,841	\$ 35,878.94	\$ 5,381.84
Martin	110,935	\$ 17,242.30	\$ 2,586.34
Miami-Dade	1,379,230	\$ 214,369.65	\$ 32,155.45
Monroe	54,749	\$ 8,509.48	\$ 1,276.42
Nassau	61,292	\$ 9,526.43	\$ 1,428.97
Okaloosa	135,678	\$ 21,088.03	\$ 3,163.20
Okeechobee	20,008	\$ 3,109.78	\$ 466.47

FLORIDA DEPARTMENT OF STATE-DIVISION OF ELECTIONS
 County Allocation of Help America Vote Act Funds - Federal Election Administration Activities
 FY 2017-2018

County	2016 General Election - Active Registered Voters	Amount - Federal Election Activities Funds Per County	Amount - 15% Match By County Funds
Orange	776,488	\$ 120,687.24	\$ 18,103.09
Osceola	196,326	\$ 30,514.37	\$ 4,577.16
Palm Beach	901,642	\$ 140,139.56	\$ 21,020.93
Pasco	336,040	\$ 52,229.71	\$ 7,834.46
Pinellas	648,791	\$ 100,839.67	\$ 15,125.95
Polk	407,653	\$ 63,360.30	\$ 9,504.05
Putnam	47,423	\$ 7,370.82	\$ 1,105.62
St. Johns	177,203	\$ 27,542.14	\$ 4,131.32
St. Lucie	194,368	\$ 30,210.04	\$ 4,531.51
Santa Rosa	130,840	\$ 20,336.08	\$ 3,050.41
Sarasota	301,926	\$ 46,927.47	\$ 7,039.12
Seminole	291,964	\$ 45,379.10	\$ 6,806.87
Sumter	92,153	\$ 14,323.07	\$ 2,148.46
Suwannee	26,422	\$ 4,106.69	\$ 616.00
Taylor	12,303	\$ 1,912.22	\$ 286.83
Union	7,256	\$ 1,127.78	\$ 169.17
Volusia	363,438	\$ 56,488.10	\$ 8,473.21
Wakulla	20,045	\$ 3,115.54	\$ 467.33
Walton	46,645	\$ 7,249.89	\$ 1,087.48
Washington	15,172	\$ 2,358.14	\$ 353.72
TOTAL	12,867,773	\$ 2,000,000.00	\$ 300,000.00

Formula for Allocation: Based on FY 2017-2018 appropriation for Federal Election Administration Activities divided by the total number of registered voters in the state as of bookclosing for the 2016 General Election.

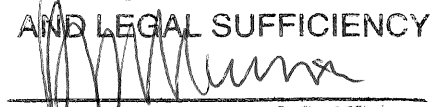
FY 2017-2018 Appropriation - Federal Election Administration Activities	\$2,000,000
Total Number of active registered voters in the state - 2016 General Election	12,867,773
Funding level per individual voter	\$0.1554

Certificate Regarding Matching Funds

I, Melissa McKinlay, Mayor of the Board of County Commissioners of Palm Beach County, Florida, do hereby certify that the Board of County Commissioners will provide a specific county match fund in FY 2017-18 in an amount equal to or greater than 15% of the amount of the Federal Election Activities grant that the county Supervisor of Elections receives from the state, which for Palm Beach County is \$21,020.93. I understand that if the Board fails to appropriate the additional matching funds, all funds received from the state for this grant during the 2017-2018 state fiscal year will be required to be returned to the Department of State.

Mayor, 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**

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, Supervisor of Elections

Name and Title of Authorized Representative

Susan Bucher

Signature

3 / 30 / 18

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 for Palm Beach County)

ATTACHMENT F of MOA 2017-2018-0001

Certificate of Equipment for Casting and Counting Ballots

We, _____, Supervisor of Elections and _____ Chairperson of Board of County Commissioners, of _____ County, Florida, do hereby certify that prior to the receipt and use of fiscal year 2017-2018 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

EXAMPLES OF ITEMS HAVA GRANT FUNDS WILL BE ALLOCATED TO

(SEE ATTACHED)

1. SAMPLE BALLOT PRINTING AND POSTAGE- Copy of a sample ballot for the 2016 Primary Election is attached for reference. The 2018 Primary Election sample ballot will include similar information to inform the voter, and will include the actual candidates for the Primary Election. The sample ballot will be prepared and mailed about three weeks prior to the election.
 2. VOTER INFORMATION CARD – Mailed to the voter for various reasons, e.g., a voter is newly registered, a voter changes address or party affiliation, redistricting. Important information is provided to assist the voter in the voting process.
-

How to Properly Mark Your Ballot

It is important to know how to properly mark your ballot. The image shows how to correctly make your selection, however, if a mistake is made or if you decide to change a selection, a replacement ballot can be requested.

Draw a line connecting the head and tail of the arrow that points to your choice.

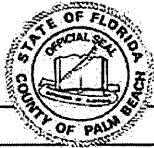


La Técnica Apropiada para Marcar su Boleta Electoral

Es importante saber cómo marcar correctamente su boleta de voto. La siguiente imagen muestra cómo hacer las selecciones correctamente, sin embargo, si comete un error o si decide cambiar una selección, puede solicitar una boleta de reemplazo para votar.

Trace una línea conectando los dos extremos de la flecha que señalan su elección.

MUESTRA OFICIAL DE BOLETA ELECTORAL



CONDADO DE PALM BEACH FLORIDA

ELECCIÓN PRIMARIA

MARTES, 30 DE AGOSTO, 2016

TODOS LOS CENTROS DE VOTACIÓN
ESTARÁN ABIERTOS DE 7:00 A.M. A 7:00 P.M.

PREPARADO POR:
Susan Buchter, Supervisora de Elecciones
Palm Beach County, Florida
www.pbc-elections.org

Para más información llame al (561) 856-6200
Llamada Gratis: (866) 868-3321



PREPARED BY:
Susan Buchter, Supervisor of Elections
Palm Beach County, Florida
www.pbc-elections.org
Toll Free: (866) 868-3321
For additional information (561) 606-6200

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



TUESDAY, AUGUST 30, 2016



PRIMARY ELECTION
PALM BEACH COUNTY, FLORIDA

OFFICIAL SAMPLE BALLOT

Palm Beach County Supervisor of Elections Offices
Condado de Palm Beach Supervisor de Elecciones Oficinas

<p>Main Office 240 S. Military Trail West Palm Beach (561) 856-6200 Toll free: 1-866-868-3321</p>	<p>North County Office County Courthouse 3188 PGA Blvd, Room 2401 Palm Beach Gardens (561) 624-8555</p>	<p>South County Office County Complex 345 S. Congress Ave, Room 103 Delray Beach (561) 278-1226</p>	<p>Glades Office County Complex 2876 State Road 15, 2nd Floor Belle Glade (561) 982-1114</p>
<p>Oficina Principal 240 S. Military Trail West Palm Beach (561) 856-6200 Llamada gratis: 1-866-868-3321</p>	<p>Oficina Norte del Condado Tribunal del Condado 3188 PGA Blvd, Sala 2401 Palm Beach Gardens (561) 624-8555</p>	<p>Oficina Sur del Condado County Complex 345 S. Congress Ave, Sala 103 Delray Beach (561) 278-1226</p>	<p>Oficina de Glades County Complex 2876 State Road 15, 2º Piso Belle Glade (561) 982-1114</p>

REQUIREMENTS: Your Polling Place is listed on your Voter Information Card. You will be required to show a photo ID with your signature at the Polling Place. If you do not have a photo ID, you will be required to vote a provisional ballot.

REQUISITOS: La dirección de su centro de votación debe estar en su tarjeta de votante. Se le pedirá una identificación con foto y su firma en el centro de votación. Si no tiene una identificación, podrá emitir un voto en una boleta provisional.

Getting Ready To VOTE

Political Party Affiliation

Florida is a closed primary state. If you wish to vote in a partisan primary election, you must be a registered voter in the political party for which the primary is being held 28 days before the election. If all candidates for an office have the same political party affiliation and the winner of the primary election will not have opposition in the general election, all voters, regardless of political party affiliation, may vote in the primary election for that office. All registered voters, regardless of political party affiliation, may vote on issues and nonpartisan candidates in a primary election.

Keep your information current!

You are required to vote at the polling location that is assigned to your legal residence for which you are a registered voter. If you are already a registered voter in the State of Florida, you may update your name, address, signature and political party affiliation by going to the Supervisor of Elections website at www.floridaelections.org and downloading and completing a Voter Registration Form. You may also contact our office by telephone and we will mail you an application. If only updating your address within Palm Beach County, use the back of your Voter Information Card, or fax or e-mail your address change to us (must include your date of birth). New voter registrations and political party affiliation changes must be submitted on Voter Registration Forms with an original signature. New voter registration forms must be postmarked 29 days prior to Election Day and voter signature updates must be postmarked prior to the start of canvassing.

Bring Proper Identification to Vote

Florida law requires voters to present a current and valid picture/signature ID when voting early or at the polls on Election Day. If you do not have one of the picture/signature ID's listed below, you may still vote by provisional ballot. The current and valid ID's that are allowable are the following:

Florida Driver's License	Florida ID Card issued by Dept. of Highway Safety	United States Passport
Military Identification	Student Identification	Neighborhood Association Identification
Retirement Center Identification	Public Assistance Identification	Current Debit or Credit Card
Veteran's Health ID	Employee I.D. issued by federal, state or municipal government	Concealed Weapons Permit

If the picture identification does not contain your signature, or your signature identification does not contain your picture, an additional identification that provides your picture or your signature will be required.

Voting Election Day at your Polling Location

Your Voter Information Card will provide your polling location address. Your polling location is also printed on the address panel of this sample ballot. You may also go to our website at www.floridaelections.org and click on "Where Do I Vote." Polling locations are open from 7:00 a.m. to 7:00 p.m. on Election Day.

Vote by Mail

Eligible voters may request to have a ballot mailed to them for any election regardless of the reason. Requests may be made by telephone, fax, letter, or e-mail, completing an application on our web site, or by request in person at any of our offices. If you are requesting that your ballot be mailed to an address other than the address where you are registered to vote, you will be required to provide your request in writing with an original signature affixed. Certain limitations apply when someone is requesting a ballot for a voter other than themselves. Our staff can assist you with the requirements.

The deadline to request an absentee ballot is 5:00 p.m. on the 6th day before the election. All voted ballots must be returned to the Supervisor of Elections Main Office no later than 7:00 p.m. on Election Day. You may return your voted absentee ballot to any one of our branch office locations by 5:00 p.m. on Election Day.

Any person who provides or offers to provide, and any person who accepts, a pecuniary or other benefit in exchange for distributing, ordering, requesting, collecting, delivering, or otherwise physically possessing more than two absentee ballots per election in addition to his/her own ballot or a ballot belonging to an immediate family member is in violation of state law. Until 5:00 p.m. on the day before an election, the supervisor shall allow an elector who returned an absentee ballot that does not include the voter's signature to complete and submit an affidavit and a copy of an acceptable ID in order to cure an unguessed absentee ballot so the ballot may be counted. For the affidavit form and further information, please visit our website at www.floridaelections.org or call one of our offices.

Afiliación Partidista

Florida es un estado con elecciones primarias cerradas. Si desea votar en las elecciones primarias de un partido, deberá ser un votante inscrito en el partido para el cual se realizarán las elecciones primarias 28 días antes de la elección. Si todos los candidatos a un cargo están afiliados a un mismo partido y el ganador o ganadora no tendrá oposición en la elección general, todos los votantes, sin importar su afiliación partidista, podrán votar en la elección primaria para tal cargo. Todos los votantes inscritos, sin importar la afiliación partidista, pueden votar por asuntos y candidatos no partidistas en una elección primaria.

Prepárese Para VOTAR

(Mantenga su información actualizada!)

Usted deberá votar en los puestos de votación que le corresponde a su domicilio legal, en el que está inscrito para votar. Si ya se ha inscrito para votar en el Estado de Florida, puede actualizar su nombre, dirección, firma y afiliación partidista, visitando al sitio web del Supervisor de Elecciones www.floridaelections.org desde donde podrá bajar y llenar su Formulario de Inscripción de Votante. Podrá también comunicarse con nuestra oficina por teléfono y le enviaremos por correo un formulario de solicitud. Si solamente necesita actualizar su dirección dentro del condado de Palm Beach, lo puede hacer en el reverso de su Tarjeta de Inscripción de Votante o por fax o correo electrónico (debe incluir su fecha de nacimiento).

Las inscripciones nuevas o los cambios de afiliación partidista deben enviarse en formularios de inscripción de votante con la firma original. Los formularios de inscripción de nuevos votantes deben tener el sello del correo fechado a más tardar 28 días antes del día de la elección y los cambios de firma de votantes deben tener el sello del correo fechado a más tardar antes del comienzo del escrutinio.

Preséntense a Votar con la Debida Identificación

La ley de Florida exige que los votantes presenten un documento de identidad con firma y foto vigente si votan temprano o si votan en los puestos de votación el día de las elecciones. Si no tiene uno de los documentos de identidad con foto y firma mencionados a continuación puede aún votar con una boleta electoral provisional. Los documentos de identidad permitidos actualmente para votar son los siguientes:

Licencia de conductor de Florida	Tarjeta de identificación de Florida emitida por el Departamento de Seguridad de Carreteras
Pasaporte vigente de los Estados Unidos	Identificación Militar
Identificación de centro de Jubilados Asociación de Vecinos	Identificación de Asistencia Pública
Identificación de la Salud de los Veteranos	Tarjeta de débito o crédito
Permisos de las armas encubiertas	
Identificación de empleado emitida por el gobierno federal, estatal o municipal	

Si el documento de identidad con foto no contiene su firma, se le solicitará una identificación adicional con su firma.

Votación en Las Urnas el Día de Elecciones

La Tarjeta de Información de Votante contiene la dirección del puesto de votación que le corresponde. La ubicación del puesto de votación que le corresponde a usted también está en el panel de la dirección de esta muestra de boleta. También puede visitar nuestro sitio web en www.floridaelections.org y hacer clic en "Donde Debo Votar". Los puestos de votación están abiertos de 7:00 a.m. a 7:00 p.m.

Votación por Correo

Cualquier persona que tiene derecho a votar puede solicitar que le envíen una boleta electoral para votar por correo en cualquier elección, sin importar la razón. Las solicitudes se pueden hacer por teléfono, fax, carta, e-mail, en nuestro sitio web o en persona en cualquiera de nuestras oficinas. Si necesita que le envíen la boleta de voto por correo a una dirección diferente a la inscrita en su registro electoral, debe solicitarlo por escrito con su firma original. Hay ciertas limitaciones cuando alguien solicita una boleta de voto por correo. Nuestra personal le ayudará con los requisitos.

La fecha límite de recepción de solicitud de voto por correo es seis días antes de la elección, a las 5:00 p.m. Las boletas electorales con el voto se deben devolver a la Oficina Principal del Supervisor de Elecciones, a más tardar a las 7:00 pm del día de elecciones. Usted puede llevar la boleta electoral con su voto por correo a cualquiera de nuestras oficinas, a más tardar a las 5:00 p.m. el día de las elecciones.

Cualquier persona que proporcione u ofrezca proporciones, y cualquier persona que acepte compensación monetaria u otro beneficio a cambio de distribuir, ordenar, solicitar, recolectar, entregar, o que de alguna manera posea físicamente más de dos boletas electorales de voto por correo por elección además de su propia boleta electoral o una boleta que perteneciera a un miembro de su familia inmediata está infringiendo la ley estatal. Hasta las 5:00 p.m. del día antes de las elecciones, el supervisor permitirá que el votante que haya devuelto la boleta electoral del voto por correo sin firmarla, llene y presente una declaración jurada por escrito y una copia de un documento de identidad aceptable con el fin de validar la boleta electoral de voto por correo que no firmó para que su voto pueda ser contado. Para obtener el formulario de la declaración jurada y mayor información, favor visitar nuestro sitio web www.floridaelections.org o llamar a nuestras oficinas.

EARLY VOTING | VOTACIÓN ANTICIPADA

Early voting begins on August 15, 2016 and ends on August 28, 2016. Hours of operation are from 10:00 a.m. to 8:00 p.m. daily at the following locations:

La votación anticipada comienza el 15 de Agosto de 2016 y termina el 28 de Agosto de 2016. El horario de atención es de 10:00 a.m. a 8:00 p.m. todos los días en los siguientes lugares:

Supervisor of Elections Main Office 240 South Military Trail West Palm Beach	Acresage Branch Library 15801 Orange Blvd Loxahatchee	Belle Glade Branch Library 725 NW 4th Street Belle Glade	Essex Hester Community Center 1901 Seacrest Blvd Boynton Beach
Gardens Branch Library 11303 Campus Drive Palm Beach Gardens	Hagan Ranch Road Library 14350 Hagan Ranch Road Delray Beach	Jupiter Community Center 200 Military Trail Jupiter	Lantana Branch Library 4020 Lantana Road Lantana
Boca Raton City Library 400 NW 2nd Avenue Boca Raton	Wells Recreation & Community Center 2409 Avenue H West Riviera Beach	West Boca Branch Library 18885 State Road 7 Boca Raton	Wellington Branch Library 1951 Royal Fern Drive Wellington

City of West Palm Beach Police Community Room 600 Banyan Blvd West Palm Beach	South Florida Fairgrounds 5067 Southern Blvd West Palm Beach	South County Civic Center 16700 Jog Road Delray Beach
-------------------------------------------------------------------------------------	--------------------------------------------------------------------	-------------------------------------------------------------

Enclosed is your new Voter Information Card. Detach 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. Separe 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 VOTER CARD BELOW ▼
▼ SEPARA LA TARJETA ELECTORAL A CONTINUACION ▼

Susan Bucher Supervisor of Elections
VOTER INFORMATION CARD • PALM BEACH COUNTY, FLORIDA
TARJETA ELECTORAL, CONDADO DE PALM BEACH, FLORIDA

REGISTRATION NUMBER Número de Inscripción	REGISTRATION DATE Fecha de Inscripción	PRECINCT Distrito Electoral
112233445	02/16/1974	2022

SMITH, JOHN
100 MAIN ST
WEST PALM BEACH FL 33416

Political Party / Partido Político

INDEPENDENT 6/9/2016

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

YOUR PRECINCT NUMBER Su Número de Precinct **2022**

YOUR POLLING LOCATION Su Centro Electoral

CENTURY VILLAGE CLUBHOUSE
200 CENTURY BLVD
WEST PALM 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. 18	Senado del Estado 30	Camara de Diputados del Estado 86
COUNTY COMMISSION	SCHOOL BOARD	MUNICIPALITY
Comisión del Condado 2	Junta Escolar 2	Municipalidad WPB

Signature / Firma

10/10/1938

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 a felony conviction or adjudication of mental incompetence.

SU 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.

PICTURE AND SIGNATURE ID IS REQUIRED Florida law requires voters to present a current and valid Florida Driver's License, a Florida Identification Card or 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 La ley de Florida requiere que los votantes presenten una licencia vigente y válida de conducir de la Florida, una tarjeta de identificación de la Florida, o cualquier otra identificación con foto aceptable / firma. 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. Florida law requires you to vote at your assigned polling location on Election Day.

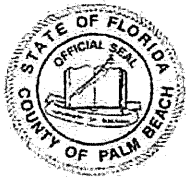
SU CENTRO ELECTORAL lo encuentra en su Tarjeta de Información Electoral. La ley de Florida requiere que votar en su lugar de votación asignado el día de elección.

- FLORIDA IS A CLOSED PRIMARY STATE. IF YOU WISH TO VOTE IN A PARTISAN PRIMARY ELECTION, YOU MUST BE A REGISTERED VOTER IN THE POLITICAL PARTY FOR WHICH THE PRIMARY IS BEING HELD AT LEAST 29 DAYS BEFORE THE DATE OF THE ELECTION.
- FLORIDA ES UN ESTADO DE PRIMARIAS CERRADAS. SI DESEA VOTAR EN UNA ELECCIÓN PRIMARIA PARTIDISTA, TIENE QUE SER UN VOTANTE REGISTRADO EN EL PARTIDO POLÍTICO POR LA CUAL SE LLEVARA A CABO LA PRIMARIA POR LO MENOS 29 DÍAS ANTES DE LA FECHA DE LA ELECCIÓN

NEED TO UPDATE YOUR SIGNATURE? Please call the Supervisor of Elections Office for an application or download an application from (the/our) website www.pbcelections.org.

¿NECESITA ACTUALIZAR SU FIRMA? Por favor llame a la Oficina del Supervisor de Elecciones para una aplicación o descargar una aplicación desde nuestro sitio web www.pbcelections.org.

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



IMPORTANT! VOTER INFORMATION CARD ENCLOSED - PLEASE OPEN IMMEDIATELY
¡IMPORTANTE! TARJETA ELECTORAL ADETRON - FAVOR DE ABRIR INMEDIATAMENTE

SMITH, JOHN
100 MAIN ST
WEST PALM BEACH FL 33416

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 CENTRAL 656-6200
 NORTH COUNTY / NORTE DEL CONDADO 624-6555
 SOUTH COUNTY / SUR DEL CONDADO 276-1226
 GLADES AREA / AREA DE GLADES 992-1114
 TOLL FREE FROM SOUTH COUNTY AND GLADES AREA / LLAMADA GRATIS DESDE EL SUR DEL CONDADO Y AREA DE GLADES 1-(866) 868-3321
 OFFICE HOURS: 8:30 AM TO 5:00 PM, MONDAY-FRIDAY
 HORAS HABILES: 8:30 AM A 5:00 PM, LUNES-VIERNES

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, FIRME Y ENVIE A:
 Supervisor of Elections, PO Box 2209, West Palm Beach, FL 33416-2209
 Tel. No. (561) 656-6200 www.pbcelections.org

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/Numero de Teléfono _____
 Specialty/Especialidad _____
 Signature Firma X _____
 Requests must be signed. Solicitud tiene que ser firmada

ENCLOSURE / ADJUNTO
VOTER INFORMATION CARD / TARJETA DE INFORMACION ELECTORAL
IMPORTANT! / IMPORTANTE!

3 EASY WAYS TO VOTE / 3 maneras fáciles para votar

- VOTE BY MAIL / VOTO POR CORREO
 - VOTE AT EARLY VOTING LOCATION / VOTACION EN lugar de votación anticipada
 - VOTE AT YOUR POLLING LOCATION ON ELECTION DAY / VOTACION EN LUGAR DE VOTACION EN SU DIA DE LA ELECCION
- www.pbcelections.org * (561) 656-6200 * 1-866-868-3321

Florida is a closed primary election state. If you wish to vote in a partisan primary election, you must be a registered voter in the political party for which the primary is being held at least 29 days before the date of the election.

Florida es un estado de primarias cerradas. Si desea votar en una elección primaria partidista, tiene que ser un votante registrado en el partido político por la cual se llevara a cabo la primaria por lo menos 29 días antes de la fecha de la elección.