

RESOLUTION 2011 - 351

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AMENDING THE FISCAL YEAR 2012 GENERAL FUND, IN ORDER TO RECEIVE UNANTICIPATED REVENUE AND AUTHORIZE ITS EXPENDITURE BY THE SUPERVISOR OF ELECTIONS.**

**Recitals**

**WHEREAS**, the County operating budget is annually prepared prior to knowing U.S. Department of Health and Human Services (HHS) grant monies which may be received by the General Fund; and

**WHEREAS**, St. Johns County, Florida, when preparing the budget for Fiscal Year 2012, did not anticipate receiving grant monies from the HHS; and

**WHEREAS**, the Florida Department of State has approved \$4,657.88 per the Voting Access for Individuals with Disabilities (VOTE) Program.

**WHEREAS**, the St. Johns County Supervisor of Elections seeks recognition of the above-noted funds as current year revenues, in order to enable the appropriation of these funds for their intended purposes.

**NOW THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of St. Johns County, Florida, that:

1. The above Recitals are hereby adopted as legislative findings of fact.
2. The General Fund revenue and the St. Johns County Supervisor of Elections expenditure budgets shall be adjusted to account for unanticipated funds in the amount of \$4,657.88 reflected in the grant agreement from the U.S. Department of Health and Human Services for Fiscal Year 2012.
3. To the extent that there are typographical and/or administrative errors or omissions that do not change the tone, tenor, or context of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.
4. This Resolution shall be effective upon execution.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, State of Florida, this 6<sup>th</sup> day of December, 2011.

**BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA**

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

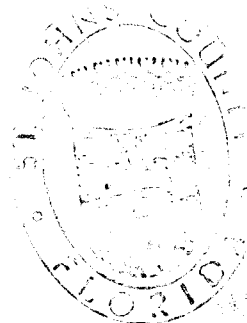
**Mark Miner, Chair**

**ATTEST:** Cheryl Strickland, Clerk

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

**Deputy Clerk**

**RENDITION DATE** 12/8/11





## FLORIDA DEPARTMENT of STATE

**RICK SCOTT**  
Governor

**KURT S. BROWNING**  
Secretary of State

### MEMORANDUM

**To:** Supervisors of Elections *[Signature]*  
**From:** Dr. Gisela Salas, Director, Division of Elections  
**Date:** October 3, 2011  
**Subject:** 2007 HHS VOTE Program Grant

The Department of State has been awarded the 2007 U.S. Department of Health and Human Services (HHS) VOTE Program grant funds in the amount of \$581,812 from HHS to assist with making polling places accessible to the disability community. Supervisors of Elections are eligible to receive a specified amount of this grant for their respective county based on a formula for distribution that includes the number of polling places that were used on Election Day, November 2, 2010. This information was obtained from data provided by the Supervisors of Elections for the U.S. Election Assistance Commission 2010 Election Administration and Voting Survey. These funds are available until September 30, 2012.

The Supervisors of Elections may determine which categories to use based on their county's specific needs. If a county needs to use funds from a category that is normally used for other purposes, they simply need to write a justification explaining their county's needs regarding polling place accessibility and why they are using a category that normally would be used for other purposes.

To request a reimbursement from the HHS grant funds for purchases already made, please use the attached Certificate for Reimbursement Request for Use of HHS VOTE Program Grant Funds (DS-DE 130, Revised 7/19/2011). Please submit one of the documents listed below for each of the items referenced on the Certificate:

- an invoice showing a zero balance; or
- an invoice with the check number and date written on it; or
- an invoice with a copy of a cancelled check.

A Certificate must be submitted with each request that identifies the purpose and amount of funding being requested by category. There is no limit on the number of requests that a supervisor may submit up to the maximum allocated amount for the respective county.

Supervisors of Elections  
2007 HHS VOTE Program Grant  
October 3, 2011  
Page Two

Please sign and date the enclosed Memorandum of Agreement and the Debarment and Suspension form and return them to the Division of Elections. You will be provided with a copy of the agreement upon execution by the Division. When your county is ready to apply for a reimbursement, please submit the Certificate for Reimbursement Request for Use of HHS Vote Program Grant Funds as described above.

If you have any questions or would like additional information, please contact Althera Johnson at (850) 245-6211 or Joyce Durbin at (850) 245-6206.

GS/jd/ma

Enclosures

## **MEMORANDUM OF AGREEMENT FOR FEDERAL HHS VOTE PROGRAM GRANT**

This agreement, effective as of the date fully executed by the State of Florida, Department of State, Division of Elections ("Department"), an agency of the State of Florida, the address of which is the R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, FL 32399-0250 and St. Johns County Supervisor of Elections, The Honorable Vicky Oakes ("Recipient"), the address of which is 4455 Avenue A, Suite 101, St. Augustine, FL 32095-5200, is for the purpose of governing the receipt and use of federal funds as specified herein.

### **I. Governing Law**

Grant funds are made available pursuant to Title II, Part 5, Subtitle D, section 261 of the Help America Vote Act of 2002 (HAVA) (42 USC 15421) to satisfy the accessibility requirements for individuals with disabilities. The Voting Access for Individuals with Disabilities (VOTE) Program within the Department of Health and Human Services (HHS) administers these grants to the States for this purpose.

### **II. Disbursement**

Through the Grants and Donations Trust Fund, the Department of State is authorized to distribute to all 67 county Supervisors of Elections a sum total of five hundred eighty-one thousand eight hundred twelve dollars (\$581,812) in federal HHS Vote Program Funds. The amount allocated for each respective county is set forth in Exhibit 1 to Attachment A. These funds, if unused, will revert to the federal program by the end of September 30, 2012.

### **III. Scope of Use/Restrictions**

The funds shall be used solely to reimburse expenses made to establish, expand, and improve access to and participation in the election process by individuals with disabilities in the four categories of accessibility specified in Attachment A, incorporated by reference.

No Recipient shall receive funds pursuant to this Agreement until the Recipient submits to the Department the two certificates specified in Attachment A. No Recipient shall use any funds received hereunder to support lobbying activities to influence proposed or pending federal or state legislation or appropriations but this does not affect the right of the Recipient, or that of any other organization to petition Congress, or any other level of Government, through the use of other resources.

### **IV. Monitoring, Audits, and Reporting**

The administration of resources awarded to the Recipient may be subject to monitoring, audits and reporting requirements herein.

## A. Monitoring

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

## B. Audits

### 1. Federally Funded Audits (OMB Circular A-133, as revised.)

- In the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient is **required** to have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. Attachment A and Exhibit-1 indicate Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit conducted by the Auditor General must satisfy the requirements of Subpart E of OMB Circular A-133, as revised.

In connection with the audit requirements the Recipient shall fulfill the responsibilities of an auditee as provided in Subpart C of OMB Circular A-133, as revised.

- If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is **not required**. The Recipient, however, must make records available for review or audit upon request by appropriate officials of HHS, the Department, and the General Accounting Office (GAO). If the Recipient 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., resources obtained from 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 a limited scope audit or other type of audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by Department staff to the Recipient regarding such audit. If the Department determines that federal funds received under this Agreement were used for any unauthorized purpose or that the Recipient did not comply with this agreement or state or federal requirements for receipt, expenditure, or accounting, the Recipient must return or repay these federal funds in an amount sufficient to ensure or obtain compliance, including expenses for any corrective or remedial action.

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

*Additional guidance to state and federal monitoring and auditing requirements may be found at <http://www.eac.gov>; and <http://election.dos.state.fl.us/hava/index.shtml>*

### **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 Recipient 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 Division of Elections R.A. Gray Building, Ste 316 500 S. Bronough St. Tallahassee, FL 32399-0250</i>	<i>Department of State Office of Inspector General R.A. Gray Building, Rm. 114A 500 S. Bronough Street Tallahassee, FL 32399-0250</i>	<i>Auditor General's Office Room 401, Pepper Bldg 111 West Madison St. Tallahassee, FL 32399-1450</i>	<i>Federal Audit Clearinghouse Bureau of the Census 1201 East 10<sup>th</sup> St. Jeffersonville, IN 47132</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 information required to be submitted to the Department pursuant to this agreement shall be submitted timely and in accordance with OMB Circular A-133, 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.

### **V. Record Retention**

The Recipient shall keep and maintain accurate and detailed records sufficient to demonstrate its compliance with the terms of this agreement. The Recipient shall retain these records for five fiscal years in accordance with the guidelines of the Department of Financial Services and the Office of the Auditor General, or three years after the date an audit report is issued, whichever is later, and the Recipient shall allow the Department or its designee, CFO, or Auditor General access to such records, including access to the audit working papers upon request.

### **VI. Entirety of the Agreement**

All terms and conditions of this agreement are fully set forth in this document and its attachments 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/  
Recipient

By: Vicky C Oakes

Vicky C Oakes  
Supervisor of Elections

Typed name and title

Erica E. Ware  
Witness

11-22-11  
Date

Department of State, Division of Elections/  
Department

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

Typed name and title

Witness

Date

**Please complete, sign & return the Memorandum of Agreement and Certification Regarding Debarment and Suspension to:**

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

**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.

Vicky C. Oakes, Supervisor of Elections  
Name and Title of Authorized Representative

Vicky Oakes  
Signature

11/17/2011  
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 voluntary 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.

ATTACHMENT A to MOA # 2011-2012-0002

**FEDERAL RESOURCES AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT CONSIST OF THE FOLLOWING:**

Federal Program: U.S. Department of Health & Human Services- CFDA 93.617, Voting Access for Individuals with Disabilities – (i.e. VOTE Program) for the amount specified in Exhibit 1 to Attachment A.

**COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT ARE AS FOLLOWS:**

1. The Recipient may only use the funds received pursuant to this Agreement for expenses in any one or more of the following categories of accessibility:
  - *Category 1: Making polling places accessible to individuals with disabilities (this includes the path of travel, entrances, exits, and voting areas of each polling facility);*
  - *Category 2: Providing access and participation to individuals with disabilities (this means providing the same opportunities for access and participation, privacy and independence provided to all other voters);*
  - *Category 3: Training election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with disabilities in elections for Federal office; and*
  - *Category 4: Providing individuals with disabilities with information on accessibility of polling places.*

The Recipient determines which categories to use based on the respective county's specific needs. If the Recipient chooses to use funds for an item that is normally covered by another category, written justification explaining the reason must be provided.

2. Before receiving these funds, the Recipient must complete and submit to the Department:
  - a. **Certificate for Request of HHS Program Grant Funds (DS-DE 130, Revised 7/19/2011)** attached as Exhibit-2. Supporting documents of expenditures must be included with the Certificate. Examples of acceptable documentation include copies of invoices or proof of payment (e.g., copy of cancelled check or check number and date paid written on the invoice or receipt paid by a bank card and a copy of the bankcard statement on the bank's letterhead.
  - b. **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (ED Form GCAS-009 (6/88)(attached as Exhibit-3).** Executive Order 12549, Debarment and Suspension, .45 CFR 1183.35, prohibits the disbursement of federal funds to the intended recipient or any sub-recipient of such funds 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.

**STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**N/A**

**MATCHING RESOURCES FOR FEDERAL PROGRAMS: N/A**

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES: N/A**

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT AS FOLLOWS; N/A**

DEPARTMENT OF STATE  
DIVISION OF ELECTIONS  
POLLING PLACE ACCESSIBILITY - HHS GRANTS  
FY 2007 Grant

COUNTY	POLLING PLACES ELECTION DAY NOV. 2, 2010	TOTAL DISTRIBUTION PER COUNTY	MAKING POLLING PLACES ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES 5%	PROVIDING ACCESS AND PARTICIPATION TO INDIVIDUALS WITH DISABILITIES 90%	TRAINING ELECTION OFFICIALS, POLL WORKERS & ELECTION VOLUNTEERS 3%	PROVIDING INFORMATION ON POLLING PLACE ACCESSIBILITY 2%
Alachua	70	7,410.27	370.51	6,669.24	222.31	148.21
Baker	8	846.89	42.34	762.20	25.41	16.94
Bay	53	5,610.63	280.53	5,049.57	168.32	112.21
Bradford	15	1,587.91	79.40	1,429.12	47.64	31.76
Brevard	127	13,444.35	672.22	12,099.91	403.33	268.89
Broward	782	82,783.29	4,139.16	74,504.96	2,483.50	1,655.67
Calhoun	12	1,270.33	63.52	1,143.30	38.11	25.41
Charlotte	37	3,916.86	195.84	3,525.17	117.51	78.34
Citrus	43	4,552.02	227.60	4,096.82	136.56	91.04
Clay	60	6,351.66	317.58	5,716.49	190.55	127.03
Collier	93	9,845.07	492.25	8,860.56	295.35	196.90
Columbia	22	2,328.94	116.45	2,096.05	69.87	46.58
DeSoto	13	1,376.19	68.81	1,238.57	41.29	27.52
Dixie	10	1,058.61	52.93	952.75	31.76	21.17
Duval	250	26,465.25	1,323.26	23,818.72	793.96	529.30
Escambia	83	8,786.46	439.32	7,907.82	263.59	175.73
Flagler	35	3,705.13	185.26	3,334.62	111.15	74.10
Franklin	8	846.89	42.34	762.20	25.41	16.94
Gadsden	25	2,646.52	132.33	2,381.87	79.40	52.93
Gilchrist	10	1,058.61	52.93	952.75	31.76	21.17
Glades	10	1,058.61	52.93	952.75	31.76	21.17
Gulf	9	952.75	47.64	857.47	28.58	19.05
Hamilton	9	952.75	47.64	857.47	28.58	19.05
Hardee	12	1,270.33	63.52	1,143.30	38.11	25.41
Hendry	22	2,328.94	116.45	2,096.05	69.87	46.58
Hernando	47	4,975.47	248.77	4,477.92	149.26	99.51
Highlands	25	2,646.52	132.33	2,381.87	79.40	52.93
Hillsborough	292	30,911.41	1,545.57	27,820.27	927.34	618.23
Holmes	7	741.03	37.05	666.92	22.23	14.82
Indian River	35	3,705.13	185.26	3,334.62	111.15	74.10
Jackson	14	1,482.05	74.10	1,333.85	44.46	29.64
Jefferson	15	1,587.91	79.40	1,429.12	47.64	31.76
Lafayette	5	529.30	26.47	476.37	15.88	10.59
Lake	95	10,056.79	502.84	9,051.11	301.70	201.14
Lee	136	14,397.09	719.85	12,957.39	431.91	287.94
Leon	104	11,009.54	550.48	9,908.59	330.29	220.19
Levy	15	1,587.91	79.40	1,429.12	47.64	31.76
Liberty	7	741.03	37.05	666.92	22.23	14.82
Madison	11	1,164.47	58.22	1,048.02	34.93	23.29
Manatee	127	13,444.35	672.22	12,099.91	403.33	268.89
Marion	122	12,915.04	645.75	11,623.54	387.45	258.30
Martin	46	4,869.61	243.48	4,382.64	146.09	97.39
Miami-Dade	541	57,270.80	2,863.54	51,543.72	1,718.12	1,145.42
Monroe	36	3,811.00	190.55	3,429.90	114.33	76.22
Nassau	18	1,905.50	95.27	1,714.95	57.16	38.11
Okaloosa	52	5,504.77	275.24	4,954.29	165.14	110.10
Okeechobee	16	1,693.78	84.69	1,524.40	50.81	33.88
Orange	220	23,289.42	1,164.47	20,960.48	698.68	465.79
Osceola	50	5,293.05	264.65	4,763.74	158.79	105.86
Palm Beach	451	47,743.31	2,387.17	42,968.98	1,432.30	954.87

DEPARTMENT OF STATE  
DIVISION OF ELECTIONS  
POLLING PLACE ACCESSIBILITY - HHS GRANTS  
FY 2007 Grant

COUNTY	POLLING PLACES ELECTION DAY NOV. 2, 2010	TOTAL DISTRIBUTION PER COUNTY	MAKING POLLING PLACES ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES 5%	PROVIDING ACCESS AND PARTICIPATION TO INDIVIDUALS WITH DISABILITIES 90%	TRAINING ELECTION OFFICIALS, POLL WORKERS & ELECTION VOLUNTEERS 3%	PROVIDING INFORMATION ON POLLING PLACE ACCESSIBILITY 2%
Pasco	129	13,656.07	682.80	12,290.46	409.68	273.12
Pinellas	251	26,571.11	1,328.56	23,914.00	797.13	531.42
Polk	154	16,302.59	815.13	14,672.33	489.08	326.05
Putnam	34	3,599.27	179.96	3,239.35	107.98	71.99
St. Johns	44	4,657.88	232.89	4,192.10	139.74	93.16
St. Lucie	54	5,716.49	285.82	5,144.84	171.49	114.33
Santa Rosa	35	3,705.13	185.26	3,334.62	111.15	74.10
Sarasota	124	13,126.76	656.34	11,814.09	393.80	262.54
Seminole	98	10,374.38	518.72	9,336.94	311.23	207.49
Sumter	35	3,705.13	185.26	3,334.62	111.15	74.10
Suwannee	16	1,693.78	84.69	1,524.40	50.81	33.88
Taylor	14	1,482.05	74.10	1,333.85	44.46	29.64
Union	6	635.17	31.76	571.65	19.05	12.70
Volusia	136	14,397.09	719.85	12,957.39	431.91	287.94
Wakulla	12	1,270.33	63.52	1,143.30	38.11	25.41
Walton	33	3,493.41	174.67	3,144.07	104.80	69.87
Washington	16	1,693.78	84.69	1,524.40	50.81	33.88
<b>TOTAL</b>	<b>5,496</b>	<b>581,812.00</b>	<b>29,090.60</b>	<b>523,630.80</b>	<b>17,454.36</b>	<b>11,636.24</b>

5% - Making polling places accessible to individuals with disabilities (this includes the path of travel, entrances, exits, and voting areas of each polling facility)

90% - Providing access and participation to individuals with disabilities (providing the same opportunities for access and participation, privacy and independence provided to all other voters)

3% - Training election officials, pollworkers, and election volunteers on how best to promote the access and participation of individuals with disabilities in elections for Federal office.

2% - Providing individuals with disabilities with information on accessibility of polling places

**CERTIFICATE FOR REIMBURSEMENT REQUEST FOR USE  
OF HHS VOTE PROGRAM GRANT FUNDS**

I, \_\_\_\_\_ County Supervisor of Elections, request funds from the Voting Access for Individuals with Disabilities (VOTE) Program within the Department of Health and Human Services (HHS) to reimburse expenditures as follows:

**Request for Funds**

**Category 1** To make polling places accessible to individuals with disabilities (this includes the path of travel, entrances, exits, and voting areas of each polling facility)

\$ \_\_\_\_\_ Amount of request

**Category 2** To provide access and participation to individuals with disabilities (this means providing the same opportunities for access and participation, privacy and independence provided to all other voters)

\$ \_\_\_\_\_ Amount of request

**Category 3** To train election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with disabilities in elections for Federal office

\$ \_\_\_\_\_ Amount of request

**Category 4** : To provide individuals with disabilities with information on accessibility of polling places

\$ \_\_\_\_\_ Amount of request

\$ \_\_\_\_\_ Total amount of funds requested above.

[Attach supporting documentation of expenditures made in the respective categories of activities, written justification when needed and the specified polling place where expenditures were made, if applicable.]

**Use of Funds**

*I hereby certify that the funds:*

- Will be used solely to reimburse expenses made in accordance with the requirements of the HHS VOTE Program grant award and this agreement;
- Will not be used to reimburse expenses for the support of state or federal lobbying activities in influencing proposed or pending federal or state legislation or appropriations;

\_\_\_\_\_  
Supervisor of Elections

\_\_\_\_\_  
Date