

RESOLUTION NO. 2015 - 342

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING THE TERMS, CONDITIONS AND REQUIREMENTS OF A FEDERAL ELECTIONS ACTIVITIES GRANT; AUTHORIZING THE CHAIR TO EXECUTE THE GRANT AGREEMENT ON BEHALF OF ST. JOHNS COUNTY, FLORIDA; RECOGNIZING THE GRANT AMOUNT AS UNANTICIPATED REVENUE; AND APPROPRIATING THE GRANT FUNDS WITHIN THE SUPERVISOR OF ELECTIONS' 2016 FISCAL YEAR BUDGET.

WHEREAS, the St. Johns County Supervisor of Elections has been selected to receive the Help Americans Vote Act of 2002 (HAVA) grant, a federally-funded grant administered by the Florida Department of State, Division of Elections ("Division"); and

WHEREAS, the Division has provided the attached grant agreement governing use of the funds which total \$26,913.73; and

WHEREAS, the County, when preparing the budget for Fiscal Year 2016 did not anticipate receiving proceeds from the HAVA grant; and

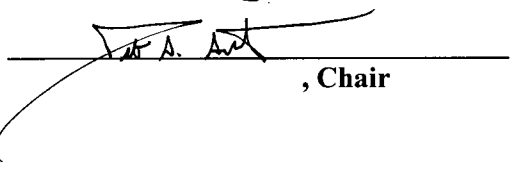
WHEREAS, the County has determined that accepting the terms of and entering into the grant agreement will serve the interests of the County.

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

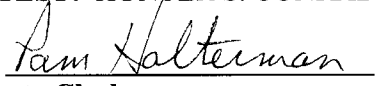
1. The above recitals are hereby adopted as legislative findings of fact and incorporated herein.
2. The Board of County Commissioners approves the terms, conditions, and requirements of the grant agreement, and authorizes the Chair to execute the agreement on behalf of the County.
3. The Board of County Commissioners hereby recognizes the grant proceeds described herein as unanticipated revenue and directs the County Administrator, or designee, to appropriate the funds in the Supervisor of Elections' 2016 Fiscal Year budget for use consistent with the grant requirements.
4. To the extent there are administrative, typographical or scriveners' errors that do not substantively change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 17th day of November, 2015.

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

By: , Chair

ATTEST: HUNTER S. CONRAD, Clerk

By: 
Deputy Clerk

RENDITION DATE 11/19/15



**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 Vicky C. Cakes, Supervisor of Elections ("Supervisor"), on behalf of St. Johns County, Florida. This agreement is effective as of the date fully executed by the parties.

I. GOVERNING LAW

The Department is authorized pursuant to specific appropriation 3078 of the 2015-2016 General Appropriations Act (see Section 6, Chapter 2015-232, Laws of Florida), to disburse a total of \$2,000,000 from the Federal Grants Trust Fund (HAVA Account # 261011) to the county supervisors of elections for the fiscal year 2015-2016 ("FY 2015-2016 funds"). Therefore, funds are made available through section 251 of the Help America Vote Act of 2002 (HAVA) and the Catalog of Federal Domestic Assistance (CFDA) 90.401, Help America Vote Act Requirements Payments for improving the administration of federal elections.

Specific Appropriation 3078 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 2015-2016 funds to provide services for one or more of the following federal election administration scope of work in the following categories (the Federal Election Activities Plan, **Attachment B (template)**, contains more specific examples).

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

B. Deliverables.

Payment 1, Deliverable/Task 1:

- Payment will be a fixed price in the amount identified in **Attachment C**. Any expenses made must relate to the activities as identified in the originally approved or subsequently revised and approved Federal Election Activities Plan (**Attachment B**) and all required documents under Section III (A) provided in this contract.

C. Length of Agreement. This agreement shall begin the date the agreement is signed by both the Supervisor and the Department and continue until all grant funds have been expended.

D. Minimum Performance Standards. The Supervisor shall submit an annual report (DS-DE 128, Revised 11-15-13) by December 31 of every year until the funds are expended to show the deliverables have been achieved. The Supervisor must attach to the report billing or itemized receipts in support of the expenditures for the services or products used to provide voter education concerning voting procedures, voting rights or voting technology, and/or poll worker training payroll registers, as well as MOVE Act Implementation and Maintenance and Software and Hardware Technology as described in **Attachment B**.

E. Interest bearing account/public depository and accounting. The Supervisor must establish and maintain the FY 2015-16 funds in an interest bearing account in a "qualified public depository" as defined by section 280.03, Florida Statutes. The Supervisor must segregate federal funds and required county matching dollars in a separate account established to hold only such funds or in an account in which funds may be tracked by different account codes. For example, do not commingle HAVA funds for voting systems assistance with funds for voter education.

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.

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 will be used to support election activities related only to federal elections (that is, elections in which a federal candidate is on the ballot). If any of these funds are used for an election in which a federal candidate is not on the ballot, the cost must be pro-rated for the portion of the expenditure that is allocable to a federal election.

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 an amount equal to the funding level per voter multiplied by the number of active registered voters in the county for the 2014 General Election. The Supervisor shall receive a sum certain as outlined in **Attachment C**.

A. Submissions. Prior to receipt of FY 2015-2016 funds under this agreement, the Supervisor must additionally submit to the Department:

- A Federal Election Activities Plan (DS-DE 126, Revised 6/4/2014) that contains a detailed description of the programs that will be implemented. Boxes should be marked for federal election administration activities that will be used as well as for all sources of funding that apply, i.e. include the source of funds (federal, county matching funds, interest earned and other county funds (local) being used for each federal election activity set forth in the plan. This form is attached hereto as **Attachment B**. Please provide SAMPLES of all voter education printed documents and transcripts of audio and video recordings or clips.
- A written certification from the county governing body (e.g. Board of County Commissioners) (DS-DE 127, Revised 6/4/2013) that *matching funds will be provided 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 State the portion of the funds for which the matching funds applied.

- A completed ED Form GCAS-009 (6/88), entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions", and attached hereto as **Attachment 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.]
- A completed "Certificate of Equipment for Casting and Counting Ballots" (DS-DE 135, Effective 7/10/13), 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 2 CFR 2 §200.328, as revised, and Section 215.97, F.S., (see **Attachment G**) monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by 2 CFR 2 §200.328, 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.

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

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:

- **Expenditure report.** This report is due every year in which HAVA funds remain and/or are expended. If expenses are made at any time from the date of initial receipt of the FY 2015-2016 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 shall be filed using Form DS-DE 128 (rev. 11-15-13) provided by the Department. The report must include documentation (such as appropriation statement, committee meeting minutes approving appropriation, or account statement) that the county governing body appropriated matching funds as certified in Section III. Disbursements, Section A. Submissions, Bullet number 2. Failure to appropriate the county matching funds or reversion of those funds back to the county for any reason must be reported to the Department.

Each financial report shall include the billing or itemized receipts in support of the expenditures for the services or products used. 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, you may be asked and will 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.

- Annual remaining balance report. Supervisors of Elections shall report to the Department of State any unspent funds remaining on June 30 of each fiscal year. The report form (DS-DE 129, Revised 7/5/11) will be provided by the Department. This report is due on or before July 31 of every year until such funds are fully expended.

C. Reporting Requirements

Copies of financial reporting packages as described in section .320(c), 2 CFR 2 §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:

<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 Bldg., Rm. 114-A 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 10th St. Jeffersonville, IN 47132</i>
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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 2 §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, to support financial reporting, and to conduct audits as may be required or requested. In accordance with **Attachment A**, 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. 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 Activities Plan (Form DS-DE 126, rev. 6/4/2014)
- Attachment C: Federal Election Activities-Funds Allocation per County/County Matching Funds
- Attachment D: Certificate Regarding Matching Funds (Form DS-DE 127, rev. 6/4/2013).
- 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. 07/10/2013)
- Attachment G: Single Audit Act Requirements and Exhibit I

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:	FL Department of State/Division of Elections
By: <u>Vicky C. Oakes</u>	By: _____
<u>Vicky C. Oakes, Supervisor of Elections</u>	_____
(print name/title)	(print name/title)
County FEID Number: <u>59-6000825</u>	
Witness: <u>Erika E. Ward</u>	Witness: _____
Date: <u>10-19-15</u>	Date: _____

Please complete, sign & return this agreement and the required certifications to:
Joyce Durbin, HAVA Funds Coordinator, Florida Department of State, Division of Elections,
R.A. Gray Building, Room 316, 500 South Bronough Street, Tallahassee, Florida 32399-0250

ATTACHMENT A to MOA # 2015-2016-0001

**3078 SPECIAL CATEGORIES
GRANTS AND AIDS - FEDERAL ELECTION ACTIVITIES (HELP AMERICA VOTE ACT)
FROM FEDERAL GRANTS TRUST FUND . . . 2,000,000**

Funds in Specific Appropriation 3078 shall be distributed to county supervisors of elections to be used for election administration activities such as voter education; pollworker 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.

Funds will be held in an Interest bearing account in a "qualified public depository" as defined by sec. 280.03, F.S., until disbursed or expended.

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

Federal Election Activities Plan
 COUNTY NAME St. Johns
 State Fiscal Year 2015-2016

Activities and Descriptions	NOTE: Put an X in ALL sources of funding boxes that apply.				FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Voter Education Mailing or Publishing Sample Ballots: Printing and mailing or publishing sample ballots which must include additional information on voting procedures, voting rights or voting technology. Examples follow: * Election day voting procedures * Voting locations & hours of operation * Absentee voting deadline * Early voting information * Postage for mailing sample ballots	X	X	X	X									
Voter Information Cards: Printing voter information cards which must include additional voter education information on voting procedures, voting rights or voting technology. Examples follow: * Information on how to update voter registration information * Information on what to bring to the polls including a list of acceptable ID's * Absentee ballot information * Early voting information			X				X						

Funds will be held in an interest bearing account in a "qualified public depository" as defined by sec. 280.03, F.S., until disbursed or expended.

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

Federal Election Activities Plan

COUNTY NAME St. Johns

State Fiscal Year 2015-2016

Activities and Descriptions	NOTE: Put an X in ALL sources of funding boxes that apply.				FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Advertising or Publications: Examples are Print, Radio or Television Advertising; Banners, Billboards & Public Transportation Ads. Advertisements must include voter education information on voting procedures, voting rights or voting technology. Examples follow:													
* Voter registration information			X										
* Acceptable forms of ID needed at the polling place			X										
* Absentee ballot information			X										
* Voter's Rights and Responsibilities			X										
* Election day voting procedures			X										
* Precinct locations			X										
* Early voting information			X										
Voting System Demonstrations: List below what funds will be spent on:													
* Mock ballots													
*													
Voter Guides: Printing voter guides which must include voter education information concerning voting procedures, voting rights or voting technology, but shall not contain elected officials' contact information other than the supervisor's contact information. Examples follow:													

Funds will be held in an interest bearing account in a "qualified public depository" as defined by sec. 280.03, F.S., until disbursed or expended.

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

Federal Election Activities Plan
 COUNTY NAME St. Johns
 State Fiscal Year 2015-2016

Activities and Descriptions	NOTE: Put an X in ALL sources of funding boxes that apply.				FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
* Information for Federal Elections only			X										
* How to register to vote			X										
* Where to obtain voter registration applications			X										
* How to register by mail			X										
* How to update voter registration information			X										
* Dates for upcoming elections			X										
* Registration deadlines for the next primary and general election			X										
* How to obtain, vote and return an absentee ballot			X										
* Polling place information including the hours that polls are open			X										
* What to bring to the polls including a list of acceptable ID's			X										
* What to expect at the polls			X										
* Instructions on the county's voting system			X										
Poll Worker Training													
Training Salaries: Pay poll worker salaries for training													
Training Materials: Print training materials. Examples follow:													
* Poll Worker Manuals			X										
* Duties of the poll worker			X										
* Procedures to follow on election day			X										

Funds will be held in an interest bearing account in a "qualified public depository" as defined by sec. 280.03, F.S., until disbursed or expended.

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

Federal Election Activities Plan

COUNTY NAME St. Johns

State Fiscal Year 2015-2016

NOTE: Put an X in all boxes of funding topics that apply to each activity.	FY 15-16 FEDERAL ELECTION ACTIVITIES FUNDS				PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Activities and Descriptions * Disability and sensitivity training			X										
<i>Standardizing Election Results Reporting</i>													
<i>Other Federal Election Administration Activities as Approved by Department of State</i>													
MOVE Act Implementation and Maintenance: Maintaining the provisions of Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and the Military and Overseas Voter Empowerment (MOVE) Act including online or web-based absentee ballot request, ballot tracking and precinct-finder system as relates to use in federal elections and for the costs for upgrades and future license fees and maintenance fees for the MOVE Act and other UOCAVA expenditures.			X										

Funds will be held in an interest bearing account in a "qualified public depository" as defined by sec. 280.03, F.S., until disbursed or expended.

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

Federal Election Activities Plan

COUNTY NAME St. Johns

State Fiscal Year 2015-2016

Activities and Descriptions	NOTE: Put an X in ALL sources of funding boxes that apply.				FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
Software or Hardware Technology: Purchasing any software or hardware technology, including but not limited to any emerging technology, that enhances or facilitates the delivery of UOCAVA 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.			X										

Funds will be held in an interest bearing account in a "qualified public depository" as defined by sec. 280.03, F.S., until disbursed or expended.

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

Federal Election Activities Plan
 COUNTY NAME St. Johns
 State Fiscal Year 2015-2016

Activities and Descriptions	NOTE: Put an X in ALL sources of funding boxes that apply.				FY 15-16 FEDERAL ELECTION ACTIVITIES FUNDS			PRIOR YEAR FEDERAL ELECTION ACTIVITIES ROLL OVER FUNDS			PRIOR YEAR VOTER EDUCATION ROLL OVER FUNDS			PRIOR YEAR POLL WORKER TRAINING ROLL OVER FUNDS		
	Federal HAVA Funds		County Matching Funds	Other County Funds	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest	Federal HAVA Funds	County Matching Funds	Interest
	<p>Prerequisites for Software or Hardware Technology: Before a County Supervisor of Elections receives funds for any software or hardware technology: (1) The software or technology or any pilot program that uses such technology must first be certified or approved, whichever is applicable, by the Dept. of State. (2) Before funds for emerging or enhancing technology can be received, County Supervisor of Elections and Chairperson of 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 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. A completed "Certificate of Equipment for Casting and Counting Ballots" (DS-DE 135, Effective 7/10/13), Attachment F, must be provided. Please indicate below which items are part of</p> <ul style="list-style-type: none"> * delivery of UOCAVA absentee ballots * the casting & counting of valid votes * voting system audits or recount processes * the certification of accurate and complete official election results. 															

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
FEDERAL ELECTION ACTIVITIES
FY 2015-2016

County	2014 General Election Registered Voters	Federal Election Activities Funding Per County	County Matching Funds 15%
Alachua	157,848	\$ 26,458.96	\$ 3,968.84
Baker	13,948	\$ 2,338.01	\$ 350.70
Bay	112,636	\$ 18,880.39	\$ 2,832.06
Bradford	15,661	\$ 2,625.14	\$ 393.77
Brevard	379,108	\$ 63,547.24	\$ 9,532.09
Broward	1,067,083	\$ 178,867.71	\$ 26,830.16
Calhoun	8,349	\$ 1,399.48	\$ 209.92
Charlotte	120,030	\$ 20,119.80	\$ 3,017.97
Citrus	97,335	\$ 16,315.59	\$ 2,447.34
Clay	136,148	\$ 22,821.54	\$ 3,423.23
Collier	187,982	\$ 31,510.12	\$ 4,726.52
Columbia	35,464	\$ 5,944.58	\$ 891.69
DeSoto	14,939	\$ 2,504.12	\$ 375.62
Dixie	9,939	\$ 1,666.01	\$ 249.90
Duval	552,158	\$ 92,554.41	\$ 13,883.16
Escambia	200,953	\$ 33,684.36	\$ 5,052.65
Flagler	71,835	\$ 12,041.20	\$ 1,806.18
Franklin	7,246	\$ 1,214.60	\$ 182.19
Gadsden	28,990	\$ 4,859.39	\$ 728.91
Gilchrist	11,099	\$ 1,860.45	\$ 279.07
Glades	5,962	\$ 999.37	\$ 149.91
Gulf	9,510	\$ 1,594.10	\$ 239.11
Hamilton	7,765	\$ 1,301.59	\$ 195.24
Hardee	10,998	\$ 1,843.52	\$ 276.53
Hendry	16,616	\$ 2,785.22	\$ 417.78
Hernando	124,800	\$ 20,919.36	\$ 3,137.90
Highlands	60,515	\$ 10,143.71	\$ 1,521.56
Hillsborough	765,993	\$ 128,398.09	\$ 19,259.71
Holmes	11,123	\$ 1,864.47	\$ 279.67
Indian River	97,947	\$ 16,418.18	\$ 2,462.73
Jackson	28,116	\$ 4,712.89	\$ 706.93
Jefferson	9,393	\$ 1,574.48	\$ 236.17
Lafayette	4,464	\$ 748.27	\$ 112.24
Lake	207,328	\$ 34,752.95	\$ 5,212.94
Lee	405,730	\$ 68,009.70	\$ 10,201.46
Leon	191,780	\$ 32,146.75	\$ 4,822.01
Levy	25,877	\$ 4,337.58	\$ 650.64
Liberty	4,483	\$ 751.45	\$ 112.72
Madison	11,531	\$ 1,932.86	\$ 289.93
Manatee	212,609	\$ 35,638.17	\$ 5,345.73
Marion	216,012	\$ 36,208.59	\$ 5,431.29
Martin	105,248	\$ 17,641.99	\$ 2,646.30
Miami-Dade	1,300,455	\$ 217,986.24	\$ 32,697.94
Monroe	51,235	\$ 8,588.17	\$ 1,288.23
Nassau	55,696	\$ 9,335.93	\$ 1,400.39
Okaloosa	123,712	\$ 20,736.98	\$ 3,110.55

**DEPARTMENT OF STATE
DIVISION OF ELECTIONS
FEDERAL ELECTION ACTIVITIES
FY 2015-2016**

County	2014 General Election Registered Voters	Federal Election Activities Funding Per County	County Matching Funds 15%
Okeechobee	19,480	\$ 3,265.30	\$ 489.79
Orange	723,401	\$ 121,258.68	\$ 18,188.80
Osceola	167,672	\$ 28,105.69	\$ 4,215.85
Palm Beach	852,211	\$ 142,850.21	\$ 21,427.53
Pasco	304,868	\$ 51,102.91	\$ 7,665.44
Pinellas	623,605	\$ 104,530.57	\$ 15,679.59
Polk	358,332	\$ 60,064.70	\$ 9,009.71
Putnam	45,153	\$ 7,568.68	\$ 1,135.30
St. Johns	160,561	\$ 26,913.73	\$ 4,037.06
St. Lucie	182,254	\$ 30,549.97	\$ 4,582.50
Santa Rosa	124,433	\$ 20,857.84	\$ 3,128.68
Sarasota	277,296	\$ 46,481.20	\$ 6,972.18
Seminole	266,005	\$ 44,588.57	\$ 6,688.29
Sumter	82,603	\$ 13,846.17	\$ 2,076.93
Suwannee	25,049	\$ 4,198.79	\$ 629.82
Taylor	12,109	\$ 2,029.75	\$ 304.46
Union	7,171	\$ 1,202.02	\$ 180.30
Volusia	330,613	\$ 55,418.36	\$ 8,312.75
Wakulla	18,817	\$ 3,154.16	\$ 473.12
Walton	41,778	\$ 7,002.96	\$ 1,050.44
Washington	14,473	\$ 2,426.01	\$ 363.90
TOTAL	11,931,533	\$ 2,000,000.00	\$ 300,000.00

FY 2015-2016 APPROPRIATION - FEDERAL ELECTION ACTIVITIES **\$2,000,000**

2014 General Election-Total Number of registered voters in the state **11,931,533**

FUNDING LEVEL PER INDIVIDUAL VOTER **\$0.1676**

(Based on FY 2015-2016 appropriation for Federal Election Activities divided by the total number of registered voters in the state for the 2014 General Election.)

Rev 2015-342

ATTACHMENT D of MOA 2015-2016-0001

Certificate Regarding Matching Funds

I, Jeb S. Smith, Chairman of the Board of County Commissioners of St. Johns County, Florida, do hereby certify that the Board of County Commissioners will provide matching funds for the Federal Election Activities grant in county FY 2015-2016 to the Supervisor of Elections in an amount equal to at least 15% of the amount to be received from the state, which for St. Johns County is \$ 4,037,066. I understand that if the Board fails to appropriate the matching funds, all funds received from the state for this grant during the 2015-2016 state fiscal year will be required to be returned to the Department of State.



Chairman, Board of County Commissioners

11-23-15

Date

ATTACHMENT D of MOA 2015-2016-0001

Certificate Regarding Matching Funds

I, _____, Chairman of the Board of County Commissioners of _____ County, Florida, do hereby certify that the Board of County Commissioners will provide matching funds for the Federal Election Activities grant in county FY 2015-2016 to the Supervisor of Elections in an amount equal to at least 15% of the amount to be received from the state, which for _____ County is \$ _____. I understand that if the Board fails to appropriate the matching funds, all funds received from the state for this grant during the 2015-2016 state fiscal year will be required to be returned to the Department of State.

Chairman, Board of County Commissioners

Date

**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.

Vicny Coakley *Supervisor of Elections*

Name and Title of Authorized Representative

Vicny Coakley *10/19/15*

Signature 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.

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
2015-2016 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-1, 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.

n/a
not needed for this grant

Supervisor of Elections

Chairman, Board of County Commissioners

Date

Date

Florida Single Audit Act Requirements

AUDIT REQUIREMENTS

The administration of resources awarded by the Department of State to the Supervisor may be subject to audits and/or monitoring by the Department of State as described in this Addendum to the Grant Award Agreement.

MONITORING

In addition to reviews of audits conducted in accordance with 2 CFR 2 Subpart F -- Audit Requirements, and Section 215.97, *Florida Statutes*, monitoring procedures may include, but not be limited to, on-site visits by Department of State staff, limited scope audits as defined by 2 CFR 2 §200.328, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of State. In the event the Department of State determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department of State staff to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization that has received federal funds awarded through the Department of State. EXHIBIT 1 to this attachment indicates whether federal resources have been awarded through the Department of State by this agreement.

2 CFR 2 §200.501 Audit Requirements

(a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with 2 CFR §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with 2 CFR §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) *Federally Funded Research and Development Centers (FFRDC).* Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) *Subrecipients and Contractors.* An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations should be considered in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) *Compliance responsibility for contractors.* In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) *For-profit subrecipient.* Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient should describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include

pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

The Internet web address listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

U.S. Government Printing Office

www.ecfr.gov

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(l), *Florida Statutes* and has received state funds awarded by the Department of State. EXHIBIT 1 to this attachment indicates whether state resources have been awarded by the Department of State by this agreement.

Section 215.97 *Florida Statutes* Single Audit Requirements

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Executive Office of the Governor and the Chief Financial Officer; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this agreement indicates state financial assistance awarded through the Department of State by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(d), *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the recipient expends less than \$500,000 in state

financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).

The Internet web addresses listed below will assist recipients in locating documents referenced in the text of this agreement and the interpretation of compliance issues.

State of Florida Department Financial Services (Chief Financial Officer)
www.fldfs.com/

State of Florida Legislature (Statutes, Legislation relating to the Florida Single Audit Act)
www.leg.state.fl.us/

PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 2 §200.512, and required by PART I of this agreement shall be submitted, when required by 2 CFR 2 §200.512, by or on behalf of the recipient directly to each of the following:
 - A. The Department of State at the following address:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250
 - B. The Federal Audit Clearinghouse electronically at harvester.census.gov/sac/ as designated in 2 CFR 2 §200.512
 - C. Other Federal agencies and pass-through entities in accordance with 2 CFR 2 §200.513
2. In the event that a copy of the reporting package for an audit required by PART I of this agreement and conducted in accordance 2 CFR 2 §200.501 Audit Requirements, is not required to be submitted to the Department of State for the reasons pursuant to 2 CFR 2 §200.501, the recipient shall submit the required written notification pursuant to 2 CFR 2 §200.501 (d) and a copy of the recipient's audited schedule of expenditures of Federal awards directly to the following:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

3. Copies of financial reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to the following:

- A. The Department of State at the following address:

Office of Inspector General
Florida Department of State
R. A. Gray Building, Room 114A
500 South Bronough St.
Tallahassee, FL 32399-0250

- B. The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

4. Any reports, management letter, or other information required to be submitted to the Department of State pursuant to this agreement shall be submitted timely in accordance with 2 CFR 2 Subpart F—Audit Requirements, Section 215.97, *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*, as applicable.
5. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 2 Subpart F or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*, should indicate the date that the reporting package was delivered to the recipient in correspondence accompanying the reporting package.

PART IV: RECORD RETENTION

1. The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of five years from the date the audit report is issued, and shall allow the Department of State, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that

audit working papers are made available to the Department of State, or its designee, Chief Financial Officer, or Auditor General upon request for a period of three years from the date the audit report is issued, unless extended in writing by the Department of State.

Exhibit 1

Federal resources awarded to the recipient pursuant to this agreement consist of the following:

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

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

CFDA Number 90.401, Help America Vote Act Requirements Payments

Part 1 of Subtitle D of Title II (Sections 251-258) and Title III of Public Law 107-252, the Help America Vote Act of 2002, Sections 301-305, and Sections 902 and 906. EAC has determined that the following Office of Management and Budget guidelines apply: 2 § CFR Part 225; Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (Common Rule, Administrative Requirements, 53 FR 8087, March 11, 1988)

State resources awarded to the recipient pursuant to this agreement consist of the following:

Not Applicable.

Matching resources for federal programs:

Not Applicable.

Subject to section 215.97, Florida Statutes:

Not Applicable.

Compliance requirements applicable to state resources awarded pursuant to this agreement are as follows:

Not Applicable.