

RESOLUTION NO. 2023- 93

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, RECOGNIZING 2023 FEDERAL ELECTIONS SECURITY GRANT FUNDS AS UNANTICIPATED REVENUE; AND APPROPRIATING SUCH FUNDS WITHIN THE SUPERVISOR OF ELECTIONS' 2023 FISCAL YEAR BUDGET.**

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

**WHEREAS**, the 2023 Election Security Grant award is in the amount of \$111,512.98; and

**WHEREAS**, when preparing the budget for Fiscal Year 2023 the County did not anticipate receiving proceeds from the Election Security Grant.

**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 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' 2023 Fiscal Year budget for use consistent with the grant requirements.
3. To the extent there are administrative, typographical or scribes' 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.

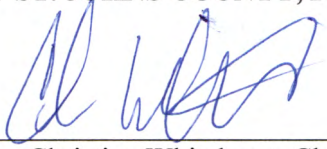
**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida, this 21<sup>st</sup> day of March 2023.

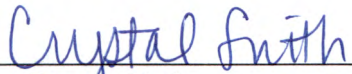
[OFFICIAL SEAL]



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

**ATTEST:** Brandon J. Patty,  
Clerk of the Circuit Court and Comptroller

By:   
Christian Whitehurst, Chair

By:   
Deputy Clerk

Rendition Date MAR 21 2023



**MEMORANDUM OF AGREEMENT**  
**FOR 2022-23 ELECTION SECURITY ENHANCEMENT GRANT**  
*FOR SUBSCRIPTION FOR ALBERT NETWORK MONITORING, VOTING  
TECHNOLOGY UPGRADES OR ENHANCEMENTS AND/OR FOR IMPROVING  
VOTING ACCESSIBILITY*

This agreement is between the State of Florida, Department of State, Division of Elections ("Department"), an agency of the State of Florida, and \_\_\_\_\_ Vicky Oakes \_\_\_\_\_ Supervisor of Elections ("Sub-recipient") for \_\_\_\_\_ St. Johns \_\_\_\_\_ County, Florida. This agreement governs the receipt and use of federal funds as specified herein. Unless otherwise specified herein, all required submissions shall be through the Department of State Online Grants System. The grant will be identified as grant number \_\_\_\_\_.

**I. Governing Law**

Grant funds are made available pursuant to Specific Appropriation 3136, Chapter 2022-156, Laws of Florida, in the ongoing effort to improve the administration of federal elections through security enhancements as follows:

*Funds in Specific Appropriation 3136 are provided to utilize the Help American Vote Act (HAVA) Election Security Grant funding. From these funds, up to \$1,000,000 may be used to provide subgrants to supervisors of elections for a subscription to the Albert Network Monitoring Solution and up to \$7,000,000 may be used to provide subgrants to supervisors of elections for voting technology upgrades or enhancements or for improving voting accessibility.*

The Department of State hereby establishes a subgrant program for the 67 county supervisors of elections. The Department of State is authorized to distribute to Florida's 67 county Supervisors of Elections a total of eight million dollars (\$8,000,000) in non-recurring funds for fiscal year 2022-2023 from the Federal Grants Trust Fund, pursuant to section 101 of the Help America Vote Act of 2002 (HAVA) and the Catalog of Federal Domestic Assistance (CFDA) 90.404 ("Help America Vote Act Requirements Payments"). A maximum of one million dollars (\$1,000,000) is allocated for a subscription to the Albert Network Monitoring Solution, and the remainder seven million dollars (\$7,000,000) is allocated for purchase of goods and/or services for voting technology upgrades or enhancements and/or for improving voting accessibility.

**I. Scope of Work and Deliverables**

Sub-recipient may apply for a 2023 election security grant for the purchase of goods and/or services based on the scope of work set forth in paragraph A and based on the maximum allocation by counties set forth in **Attachment A**.

An initial application for funds must be submitted through the Department of State Online Grants System no later than January 31, 2023, to be eligible for a subgrant award.

**A. Scope of Work**

Sub-recipient’s application for this grant is limited to:

1. **Category 1:** A year’s subscription to the Albert Network Monitoring Solution (Up to \$1492.53 per month maximum per county)
2. **Category 2:** The purchase of goods and/or services for voting technology upgrades and/or enhancements for the 2024 election cycle. Covered expenses shall only include goods or services purchased, including installation and completion of acceptance testing, in the eligible period. Examples of voting technologies include certified voting equipment, high-speed ballot and envelope printers, ballot-on-demand printers, electronic poll books, approved automated post-election voting system audit systems, approved independent recount tabulation system for recounts, and other peripherals that enhance and ensure secure elections.
3. **Category 3:** The purchase of goods and/or services for improving voting accessibility for the 2024 election cycle. Covered expenses shall only include goods or services purchased, including installation and completion of acceptance testing, in the eligible period.

Examples of voting accessibility products and/or services include accessible voting equipment, accessible vote-by-mail systems or services, polling place accessibility, and other accessible election technology, solutions, and assistive tools that enhance and ensure secure elections.

The total allocation for categories 2 and 3 is based on a minimum base rate of \$50,000 per county for a total of \$3,350,000 plus a proportional amount based on the number of active registered voters in 2022 General Election. This proportional amount for each county is calculated using the aggregated remaining amount of the \$3,650,000 divided by the total number of registered voters in the State. The maximum amount that each eligible Sub-recipient may receive is set forth in **Attachment A**.

NOTICE: Counties who apply to use funds for category 1 and/or 2 must first and fully apply all outstanding federal funds awarded previously including interest earned under the Help America Vote Act provided the goods and/or services would have been allowed under the purpose of the original award. See **Attachment B – Certification Outstanding Federal Grant Funds for Use of Funds for Voting Technology Upgrades or Enhancements or for Improving Voting Accessibility**

Sub-recipient may request advance payment, reimbursement, or a combination thereof. Request for reimbursement and/or advance payments for service may not exceed maximum allowable amounts awarded within the grant period.

**B. Deliverables, Minimum Levels of Service, and Financial Consequences**

Deliverable	Minimum Level of Service	Financial Consequences
<b>1</b>	<p>Complete the application package of requirements for the implementation of the Scope of Work as follows:</p> <p><i>Category 1: Funds may be requested for an annual subscription to the Albert Network Monitoring Solution (Up to \$1492.53 per month maximum per county)</i></p> <p>And signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered</p>	<p>If Sub-recipient does not apply for grant funds by January 31, 2023, funds allocated to the county revert to the Election Security Fund.</p> <p>If Sub-recipient does not use awarded funds</p>

	<p>Transactions (<b>Attachment C</b>). (Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35.) This form 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.</p> <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	<p>within the grant period, unexpended funds, including any interest accrued, shall be returned to the Department at the same time the final expenditure report is submitted or due, whichever is earlier.</p>
2	<p>Complete minimum level of service for category 1 – One-year subscription to the Albert Network Monitoring Solution.</p> <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	<p>If Sub-recipient does not apply for grant funds by January 31, 2023, funds allocated to the county revert to the Election Security Fund.</p> <p>If Sub-recipient does not use awarded funds within the grant period, unexpended funds, including any interest accrued, shall be returned to the Department at the same time the final expenditure report is submitted or due, whichever is earlier.</p>
3	<p>Complete the online application package of requirements for the implementation of the Scope of Work as follows:</p> <p><i>Category 2: Funds may be requested for purchase of goods and/or services for voting technology upgrades or enhancements.</i></p> <p>And a signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (<b>Attachment C</b>). (Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35.) This form 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</p>	<p>If Sub-recipient does not apply for grant funds by January 31, 2023, funds allocated to the county revert to the Election Security Fund.</p> <p>If Sub-recipient does not use awarded funds within the grant period, unexpended funds, including any interest accrued, shall be returned to the Department at the same</p>

	<p>that they are not excluded or disqualified from receiving federal funds by any federal department or agency.</p> <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	<p>time the final expenditure report is submitted or due, whichever is earlier.</p>
4	<p>Complete minimum level of service for category 2 - Purchase of goods and/or services for voting technology upgrades or enhancements.</p> <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	<p>If Sub-recipient does not apply for grant funds by January 31, 2023, funds allocated to the county revert to the Election Security Fund.</p> <p>If Sub-recipient does not use awarded funds within the grant period, unexpended funds, including any interest accrued, shall be returned to the Department at the same time the final expenditure report is submitted or due, whichever is earlier.</p>
5	<p>Complete the online application package of requirements for the implementation of the Scope of Work as follows:</p> <p><i>Category 3: Funds may be requested for purchase of goods and/or services for improving voting accessibility.</i></p> <p>A signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (<b>Attachment C</b>). (Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35.) This form 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.</p> <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once</p>	<p>If Sub-recipient does not apply for grant funds by January 31, 2023, funds allocated to the county revert to the Election Security Fund.</p> <p>If Sub-recipient does not use awarded funds within the grant period, unexpended funds, including any interest accrued, shall be returned to the Department at the same time the final expenditure report is submitted or due, whichever is earlier.</p>

	purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.	
6	<p>Complete minimum level of service for category 3 - Purchase of goods and/or services for improving voting accessibility.</p> <p>Sub-recipient shall provide documentation to the State demonstrating estimated cost or actual cost incurred, whichever is applicable, for purchase and installation. Once purchased and installed, Sub-recipient shall provide updated documentation no later than 30 days from installation receipt.</p>	<p>If Sub-recipient does not apply for grant funds by January 31, 2023, funds allocated to the county revert to the Election Security Fund.</p> <p>If Sub-recipient does not use awarded funds within the grant period, unexpended funds, including any interest accrued, shall be returned to the Department at the same time the final expenditure report is submitted or due, whichever is earlier.</p>

### III. Grant Period and Timeline

The grant agreement covers the period indicated below:

Date	Event
<b>July 1, 2022</b>	Beginning period for eligible reimbursement funds.
<b>December 15, 2022 (Thursday)</b>	<ul style="list-style-type: none"> <li>• Open period to submit DOS Online Grants application</li> <li>• Beginning period for expending advanced funds.</li> </ul>
<b>January 31, 2023 (Tuesday)</b>	<ul style="list-style-type: none"> <li>• Deadline to submit DOS Online Grants application</li> </ul>
<b>May 15, 2023 (Monday)</b>	<ul style="list-style-type: none"> <li>• Deadline to expend funds eligible for reimbursement in accordance with plan.</li> <li>• Deadline to incur obligations eligible for advance payment in accordance with plan.</li> <li>• Deadline to expend advance funds.</li> </ul>
<b>May 31, 2023 (Wednesday)</b>	Deadline to submit a Final Expenditure Report/Expenditure Log using <b>The Online Grants System</b> and return any unspent advance funds, including accrued interest.

### IV. Grant Application

To be eligible for the grant, Sub-recipient must submit an online grant application using the Department's Online Grants System as detailed in Section II. The maximum amount awarded to each Sub-recipient will be based on the online application and the allocation for the county for each category.

## **V. Grant Expenditure Log and Final Expenditure Report**

For reimbursements, the Sub-recipient must submit an expenditure log demonstrating the use of grant funds during the allowable period prior to the release of any reimbursement payments. Each log must list all grant expenditures, including check numbers or transaction numbers, payees, dates of payment, check amounts, and associated Deliverables that support the satisfactory completion of services for each payment with supporting documentation.. Expenditure logs will be submitted online with payment requests at [www.dosgrants.com](http://www.dosgrants.com). For advancements, the Sub-recipient must submit an expenditure plan detailing how the advanced funds are intended to be used in the applicable category. See **Attachment D - Expenditure Log/Plan**

The Sub-recipient must submit a Final Expenditure Report using **the Online Grants System** along with supporting documentation evidencing allowable expenses no later than May 31, 2023. Further requirements are detailed in Deliverables within Section II. Documentation must account for all expenditures made from grant funds awarded under this agreement. Along with the report, Sub-recipient shall return any unspent advanced funds. All returned and/or unspent funds, including interest earned, shall revert to the Federal Grants Trust Fund. Any expense not accounted and verified for in the supporting documentation in the expenditure log and/or final report shall be returned within 15 days of notice from the State. See **Attachment E - Final Expenditure Report**

Failure to comply with the deadlines to submit a final expenditure report and expenditure log and to return unexpended funds may affect eligibility for future awards.

## **VI. Restrictions**

### **A. No lobbying**

Sub-recipient shall not use any funds received hereunder to support lobbying activities to influence proposed or pending federal or state legislation or appropriations. This does not affect the right of the Sub-recipient, or that of any other organization to petition Congress, or any other level of Government, through the use of other resources.

### **B. Non-allowable expenses**

If the Sub-recipient expends any funds on expenses that are not allowable, the Sub-recipient must reimburse immediately the funds to the Department, not otherwise expended for allowable costs, including any interest earned during the term of this agreement. Any funds determined, at any time, not to be expended in accordance with this agreement shall be returned, including any interest earned, to the Department within 30 days of written notice. All funds returned shall revert to the Federal Grants Trust Fund.

### **C. Interest-bearing account**

The Sub-recipient must establish and maintain the grant funds in an interest-bearing account in a "qualified public depository" as defined by section 280.02(26), Florida Statutes. The Sub-recipient must segregate the funds in a separate account established to hold only such funds. Sub-recipient must comply with the applicable requirements of chapter 280, including but not limited to:

- The execution and retention in your official records of a [Public Deposit Identification and Acknowledgement Form](#).
- The submission each year by November 30<sup>th</sup> of a [Public Depositor Annual Report to the Chief Financial Officer \(DFS-J1-1009\)](#).

For more information refer to the [Department of Financial Services Collateral Management for Governmental Units webpage](#) or contact the Program Administrator at 850-413-3167.

## **VIII. Payments**

### **A. Distribution**

The Department shall determine eligibility and grant award amount based on a completed online application including requisite attachments. Funds will then be distributed subject to whether the request is a reimbursement, advance or combination thereof. The award date for the subgrant is the day the funds are transferred or distributed to the Supervisor.

### **B. Electronic Funds Transfer and Warrants**

It is recommended that the Sub-recipient establish and/or use electronic funds transfer (EFT) to receive payment more efficiently and timely. All Sub-recipient wishing to receive funds through electronic funds transfer must submit a [Direct Deposit Authorization form](#) to the Florida Department of Financial Services. To download this form, visit <https://www.myfloridacfo.com/Division/AA/Forms/DFS-A1-26E.pdf>. This file also includes tools and information that allow you to check on payments. 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.

Sub-recipients without EFT capabilities may experience longer timeframes for payment by warrant.

## **IX. Monitoring, Audits, and Audit Reporting**

The administration of resources awarded to the Sub-recipient may be subject to monitoring, audits, and reporting requirements at the state and/or federal level. The Sub-recipient agrees to comply and cooperate with federal and state requirements for inspections, reviews, investigations, and/or audits including those deemed necessary by the Department, Inspector General, Chief Financial Officer, Auditor General and/or U.S. Election Assistance Commission. The Sub-recipient agrees to maintain records necessary to comply and to respond to such activities.

### **A. Department audit**

The Department shall also conduct a limited scope post-grant audit of federal funds for six randomly selected Sub-recipients and may conduct more as needed. Sub-recipient agrees to comply with any additional instructions provided by Department staff to the Sub-recipient regarding such audit. If the



Department determines that federal funds received under this Agreement were used for any unauthorized purpose or that the Sub-recipient did not comply with this agreement or state or federal requirements for receipt, expenditure, or accounting, the Sub-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, and interest earned or that may have been earned. If it is determined that funds have not been used accordingly, Sub-recipient shall return awarded funds up to the amount determined to not have been used, including interest that would have accrued.

#### **B. Audit Requirements for Federal Financial Assistance**

Audit Requirements for Awards of State and Federal Financial Assistance (Form DFS-A2-CL), **(Attachment F)**, entitled is incorporated herein and made a part of this agreement. Upon ascertainment of the total Sub-recipient grant amount, the form will be finalized to be Sub-recipient specific.

Additional guidance to state and federal monitoring and auditing requirements may be found at <https://www.eac.gov/payments-and-grants/audits-resolutions>.

### **X. Record Retention**

#### **A. Maintenance of records.**

The Sub-recipient shall retain accurate and detailed records sufficient to demonstrate its compliance with the terms of this agreement for five fiscal years from the date an audit report is issued. The Sub-recipient shall allow the Department or its designee, CFO, or Auditor General or auditor access to such records, including access to the audit working papers during such period unless otherwise extended.

#### **B. Property Inventory**

The Sub-recipient must also maintain appropriate property inventory. Inventory is required for property with a cost or value of \$5,000 or more at the time of acquisition in the applicable fiscal subgrant year. Federal regulations (2 CFR 200.313(d)(1)) state that "property records [purchased with federal funds] must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property." See also Rule 69I-73, Florida Administrative Code. A property inventory template is attached. **(Attachment G)**. Such property inventory shall be maintained at the local level.

#### **C. Sensitive and/or confidential information.**

Documentation associated with this sub grant may contain sensitive and/ confidential information that is exempt from public records disclosure pursuant to Florida and federal laws including but not limited to Section 119.0725 Section 282.318, F.S. and the Cybersecurity Information Sharing Act (CISA).

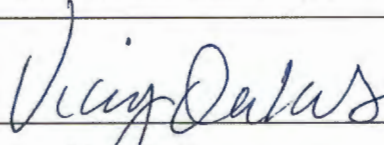
### **X. Entirety of the Agreement**

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. The parties agree that proper venue will be in Leon County, Florida. This agreement is effective as of the date it is fully executed.

The parties have caused this Agreement to be executed by their undersigned officials as duly authorized.

**By County Supervisor of Elections/Sub-recipient**      **By Department of State, Division of Elections**

Signature



Signature

Name and Title

Vicky Oakes  
Supervisor of Elections

Name and Title

Maria Matthews, Director,  
Division of Elections

Address

4455 Avenue A #101  
St. Augustine, FL  
32095

Address

R.A. Gray Building, Ste. 316  
500 S. Bronough Street,  
Tallahassee, Florida 32399

County FEID

59-6000825

Date

1/27/23

Date

Attachment A: Florida Department of State HAVA Election Security Enhancement Subgrant FY2022-23.e.es.100 Total Grant (\$8,000,000)						
County	Category 1	Category 2 and/or Category 3			All Categories	
	For Subscription to Albert Network Monitoring Solution	For election security in voting technology upgrades or enhancements (Category 2) and/or in improving voting accessibility(Category 3)				
	Maximum award	Base award	Proportional Award		Total Award (All categories)	
Formula	Fixed per county (\$14,0925.37)	Fixed per county (\$50,000)	Registered Voters - Bookclosing (2022 General Election)*	Remainder Award Divided by Total Active Registered Voter As of 2022 General Election Bookclosing	(Columns D x E = F)	(Columns B + C + F = G)
	\$1,000,000	\$3,350,000	14,503,978	\$3,650,000		\$8,000,000
Alachua	\$14,925.37	\$50,000.00	181,018	0.25165	\$45,553.18	\$110,478.55
Baker	\$14,925.37	\$50,000.00	17,512	0.25165	\$4,406.89	\$69,332.26
Bay	\$14,925.37	\$50,000.00	124,338	0.25165	\$31,289.66	\$96,215.03
Bradford	\$14,925.37	\$50,000.00	17,986	0.25165	\$4,526.18	\$69,451.55
Brevard	\$14,925.37	\$50,000.00	460,371	0.25165	\$115,852.36	\$180,777.73
Broward	\$14,925.37	\$50,000.00	1,252,774	0.25165	\$315,260.58	\$380,185.95
Calhoun	\$14,925.37	\$50,000.00	8,255	0.25165	\$2,077.37	\$67,002.74
Charlotte	\$14,925.37	\$50,000.00	152,755	0.25165	\$38,440.80	\$103,366.17
Citrus	\$14,925.37	\$50,000.00	122,182	0.25165	\$30,747.10	\$95,672.47
Clay	\$14,925.37	\$50,000.00	163,573	0.25165	\$41,163.15	\$106,088.52
Collier	\$14,925.37	\$50,000.00	253,830	0.25165	\$63,876.32	\$128,801.69
Columbia	\$14,925.37	\$50,000.00	42,683	0.25165	\$10,741.18	\$75,666.55
DeSoto	\$14,925.37	\$50,000.00	18,285	0.25165	\$4,601.42	\$69,526.79
Dixie	\$14,925.37	\$50,000.00	10,615	0.25165	\$2,671.26	\$67,596.63
Duval	\$14,925.37	\$50,000.00	655,820	0.25165	\$165,037.10	\$229,962.47
Escambia	\$14,925.37	\$50,000.00	224,099	0.25165	\$56,394.51	\$121,319.88
Flagler	\$14,925.37	\$50,000.00	95,306	0.25165	\$23,983.75	\$88,909.12
Franklin	\$14,925.37	\$50,000.00	7,973	0.25165	\$2,006.41	\$66,931.78
Gadsden	\$14,925.37	\$50,000.00	29,735	0.25165	\$7,482.81	\$72,408.18
Gilchrist	\$14,925.37	\$50,000.00	12,050	0.25165	\$3,032.38	\$67,957.75
Glades	\$14,925.37	\$50,000.00	6,959	0.25165	\$1,751.23	\$66,676.60
Gulf	\$14,925.37	\$50,000.00	10,436	0.25165	\$2,626.22	\$67,551.59
Hamilton	\$14,925.37	\$50,000.00	7,846	0.25165	\$1,974.45	\$66,899.82
Hardee	\$14,925.37	\$50,000.00	13,418	0.25165	\$3,376.64	\$68,302.01
Hendry	\$14,925.37	\$50,000.00	19,608	0.25165	\$4,934.35	\$69,859.72
Hernando	\$14,925.37	\$50,000.00	148,486	0.25165	\$37,366.50	\$102,291.87
Highlands	\$14,925.37	\$50,000.00	69,023	0.25165	\$17,369.64	\$82,295.01
Hillsborough	\$14,925.37	\$50,000.00	924,891	0.25165	\$232,748.82	\$297,674.19
Holmes	\$14,925.37	\$50,000.00	11,468	0.25165	\$2,885.92	\$67,811.29
Indian River	\$14,925.37	\$50,000.00	119,433	0.25165	\$30,055.31	\$94,980.68
Jackson	\$14,925.37	\$50,000.00	28,745	0.25165	\$7,233.68	\$72,159.05
Jefferson	\$14,925.37	\$50,000.00	9,619	0.25165	\$2,420.62	\$67,345.99
Lafayette	\$14,925.37	\$50,000.00	4,544	0.25165	\$1,143.50	\$66,068.87
Lake	\$14,925.37	\$50,000.00	276,189	0.25165	\$69,502.96	\$134,428.33
Lee	\$14,925.37	\$50,000.00	518,031	0.25165	\$130,362.50	\$195,287.87
Leon	\$14,925.37	\$50,000.00	204,259	0.25165	\$51,401.78	\$116,327.15
Levy	\$14,925.37	\$50,000.00	30,920	0.25165	\$7,781.02	\$72,706.39
Liberty	\$14,925.37	\$50,000.00	4,452	0.25165	\$1,120.35	\$66,045.72
Madison	\$14,925.37	\$50,000.00	12,213	0.25165	\$3,073.40	\$67,998.77
Manatee	\$14,925.37	\$50,000.00	280,604	0.25165	\$70,614.00	\$135,539.37
Marion	\$14,925.37	\$50,000.00	271,032	0.25165	\$68,205.20	\$133,130.57
Martin	\$14,925.37	\$50,000.00	119,067	0.25165	\$29,963.21	\$94,888.58
Miami-Dade	\$14,925.37	\$50,000.00	1,529,401	0.25165	\$384,873.76	\$449,799.13
Monroe	\$14,925.37	\$50,000.00	55,183	0.25165	\$13,886.80	\$78,812.17
Nassau	\$14,925.37	\$50,000.00	75,750	0.25165	\$19,062.49	\$83,987.86
Okaloosa	\$14,925.37	\$50,000.00	144,013	0.25165	\$36,240.87	\$101,166.24
Okeechobee	\$14,925.37	\$50,000.00	22,757	0.25165	\$5,726.80	\$70,652.17
Orange	\$14,925.37	\$50,000.00	870,296	0.25165	\$219,009.99	\$283,935.36
Osceola	\$14,925.37	\$50,000.00	254,867	0.25165	\$64,137.28	\$129,062.65
Palm Beach	\$14,925.37	\$50,000.00	1,003,667	0.25165	\$252,572.80	\$317,498.17
Pasco	\$14,925.37	\$50,000.00	411,946	0.25165	\$103,666.21	\$168,591.58
Pinellas	\$14,925.37	\$50,000.00	695,798	0.25165	\$175,097.57	\$240,022.94
Polk	\$14,925.37	\$50,000.00	463,894	0.25165	\$116,738.93	\$181,664.30
Putnam	\$14,925.37	\$50,000.00	50,658	0.25165	\$12,748.09	\$77,673.46
Santa Rosa	\$14,925.37	\$50,000.00	145,720	0.25165	\$36,670.44	\$101,595.81
Sarasota	\$14,925.37	\$50,000.00	353,493	0.25165	\$88,956.51	\$153,881.88
Seminole	\$14,925.37	\$50,000.00	341,548	0.25165	\$85,950.55	\$150,875.92
St. Johns	\$14,925.37	\$50,000.00	223,775	0.25165	\$56,312.98	\$121,238.35
St. Lucie	\$14,925.37	\$50,000.00	238,645	0.25165	\$60,055.01	\$124,980.38

Sumter	\$14,925.37	\$50,000.00	118,110	0.25165	\$29,722.38	\$94,647.75
Suwannee	\$14,925.37	\$50,000.00	28,788	0.25165	\$7,244.50	\$72,169.87
Taylor	\$14,925.37	\$50,000.00	12,916	0.25165	\$3,250.31	\$68,175.68
Union	\$14,925.37	\$50,000.00	7,643	0.25165	\$1,923.36	\$66,848.73
Volusia	\$14,925.37	\$50,000.00	412,402	0.25165	\$103,780.96	\$168,706.33
Wakulla	\$14,925.37	\$50,000.00	23,620	0.25165	\$5,943.97	\$70,869.34
Walton	\$14,925.37	\$50,000.00	60,674	0.25165	\$15,268.61	\$80,193.98
Washington	\$14,925.37	\$50,000.00	16,011	0.25165	\$4,029.17	\$68,954.54
Totals	\$999,999.79	\$3,350,000.00	14,503,978		\$3,649,926.06	\$7,999,925.85

**Certification of Outstanding Federal Grant Funds for Use of Funds for Subscription to Albert Network Monitoring, Voting Technology Upgrades or Enhancements or for Improving Voting Accessibility**

I, Vicky Oakes, Supervisor of Elections do hereby certify that the county (check applicable statement):

X Has no outstanding federal funds awarded including interest earned under previous years from the Florida Department of State under the Help America Vote Act since 2002. Accounts have been closed and balance and final expenditures reports have been submitted.

\_\_\_\_ Has outstanding federal funds awarded including interest earned under previous years under the Help America Vote Act since 2002 that cannot be used for voting technology upgrades or enhancements (e.g., voting equipment, high-speed ballot and envelope printers, ballot-on-demand printers, poll books, ballot-on-demand, electronic poll books, certified automated post-election voting system audit systems and recounts, and other peripherals.) or to improve voting accessibility (e.g., accessible voting equipment, accessible vote-by-mail systems or services, polling place accessibility, and other accessible election technology, solutions, and assistive tools) within grant period.

\_\_\_\_ Has outstanding federal funds awarded including interest earned under previous years under the Help America Vote Act since 2002 for which funds can be used for one or more purposes herein and will be applied first and fully prior to use of funds under this Grant to purchase or reimburse for voting technology upgrades or enhancements (e.g., certified voting equipment, high-speed ballot and envelope printers, ballot-on-demand printers, poll books, ballot-on-demand, electronic poll books, approved automated post-election voting system audit systems, approved independent recount tabulation system, and other peripherals.) or to improve voting accessibility (e.g., accessible voting equipment, accessible vote-by-mail systems or services, polling place accessibility, and other accessible election technology, solutions, and assistive tools) within grant period:

Grant/FY	Grant/FY	Grant/FY	Grant/FY
Amount to be applied:	Amount to be applied:	Amount to be applied:	Amount to be applied:

Vicky Oakes  
Supervisor of Elections

Date: 1/27/23

**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 Oakes, Supervisor of Elections, St. Johns County**

\_\_\_\_\_  
Name and Title of Authorized Representative

*Vicky Oakes*

\_\_\_\_\_  
Signature

*1/27/23*

\_\_\_\_\_  
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.



**OPEN FOR EDIT BY STATE AGENCY USERS**  
**AUDIT REQUIREMENTS FOR AWARDS OF**  
**STATE AND FEDERAL FINANCIAL ASSISTANCE**

*Note: Rule Chapter 69I-5, Florida Administrative Code (F.A.C.), State Financial Assistance, incorporates this form as well as the regulations cited therein by reference in Rule 69I-5.006, F.A.C. Rule 69I-5.001, F.A.C., incorporates 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including Subpart F - Audit Requirements, 2018 Edition, and its related Appendix XI, Compliance Supplement, April 2017 and April 2018. The form and regulations can be accessed via the Department of Financial Services' website at <https://apps.fldfs.com/fsaa/>.*

The administration of resources awarded by the Department of State to the Sub-recipient may be subject to audits and/or monitoring by the Department of State, as described in this section.

**MONITORING**

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and section 215.97, Florida Statutes (F.S.), as revised (see AUDITS below), 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 §200.425, or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures or 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 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 (CFO) or Auditor General.

**AUDITS**

**Part I: Federally Funded**

This part is applicable if the recipient is a state or local government or a nonprofit organization as defined in 2 CFR §200.90, §200.64, and §200.70.

1. A recipient that expends \$750,000 or more in federal awards in its fiscal year must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. EXHIBIT 1 to this form lists the federal resources awarded through the Department of State 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 of State. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR §§200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR §200.514 will meet the requirements of this Part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR §§200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from recipient resources obtained from other than federal entities).



AUDIT REQUIREMENTS FOR AWARDS OF  
STATE AND FEDERAL FINANCIAL ASSISTANCE

**Part II: State Funded**

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*Note: This part is applicable if the recipient is a nonstate entity as defined by section 215.97(2), F.S.*

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1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a state single or project-specific audit for such fiscal year in accordance with section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the 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. For the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of section 215.97(8), F.S. This includes submission of a financial reporting package as defined by section 215.97(2), F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal years ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of section 215.97, F.S., is not required. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of section 215.97, F.S., 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).

**Part III: Report Submission**

1. Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F - Audit Requirements, and required by Part I of this form shall be submitted, when required by 2 CFR §200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR §200.36 and §200.512.

The FAC's website provides a data entry system and required forms for submitting the single audit reporting package. Updates to the location of the FAC and data entry system may be found at the OMB website- <https://www.whitehouse.gov/omb/office-federal-financial-management/>

2. Copies of financial reporting packages required by Parts I and II of this form, as well as the Single Audit Act Compliance Certification form, shall also be submitted by or on behalf of the recipient directly to each of the following:

- a. The Department of State at each of the following addresses:

Department of State Online Grants System. The Single Audit Compliance Certification Form is available to complete under "Single Audit Act" tab within the system. The Financial Report must be uploaded through the system.

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

Auditor General

AUDIT REQUIREMENTS FOR AWARDS OF  
STATE AND FEDERAL FINANCIAL ASSISTANCE

Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

The Auditor General's website (<https://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Any reports, management letters, 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 §200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) and 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
4. Recipients, when submitting financial reporting packages to the Department of State for audits done in accordance with 2 CFR 200, Subpart F - Audit Requirements, or Chapters 10.550 (local governmental entities) and 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 V: Record Retention**

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award(s) and 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, the CFO, 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, the CFO, or Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department of State.

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*Note: Records need to be retained for at least five years to comply with record retention requirements related to original vouchers as prescribed by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.*

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AUDIT REQUIREMENTS FOR AWARDS OF  
STATE AND FEDERAL FINANCIAL ASSISTANCE

**EXHIBIT 1**

**Federal Resources Awarded to the Recipient  
Pursuant to this Agreement Consist of the Following:**

1. Help America Vote Act – Catalog of Federal Domestic Assistance (CFDA) 90.404 HAVA Election Security Grants  
Federal Program: Section 101 of the Help America Vote Act of 2002  
Federal Agency: U.S. Election Assistance Commission  
Award Amount: Needs based determination (Total sub grant award program for all Sub-recipients is \$3,475,000)

**Compliance Requirements Applicable to the Federal Resources  
Awarded Pursuant to this Agreement are as Follows:**

1. CFDA Number 90.404, HAVA Election Security Grants
  - a. As authorized under Section 101 of the Help America Vote Act of 2002 (P.L. 107-252 (HAVA) and provided for in the Consolidated Appropriations Act, 2020 (Public Law 116-93), the purpose of this award is to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements” to the systems, equipment and processes used in federal elections.
  - b. Award Sub-recipients must adhere to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200).
  - c. Implement or have implemented the Drug-Free Workplace Requirements of 2 C.F.R. § 182.200 and comply with subpart C of 2 C.F.R. Part 180 – Debarment & Suspension.



2022-23 Elections Security Enhancement Funds Grant 23.e.es.100.\_\_\_\_ -EXPENDITURE PLAN

County: _____, State: _____ Staff member completing this: _____ Date Submitted: _____		<b>Category 1</b> Total funds requested for awards: \$111,812.98 Reimbursement amount: \$6,200.00 Advancement amount: \$0.00		<b>Category 2</b> Reimbursement amount: \$0.00 Advancement total: \$105,612.98 Reimbursement total: \$0.00 Advancement total: \$0.00	
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Instructions: Complete categories in Sections 1 as applicable. Each supporting document must be numbered sequentially to correspond to each entry below so that it is clear to which category the document applies. It also must be marked in a way that clearly delineates what was paid and requested to be reimbursed and/or advanced, when paid, etc. Reports will be returned if unclear, unorganized, or difficult to come either way which may delay the request for reimbursement and/or advance. The supporting documentation must be electronically transmitted through a secure site to a prescribed time and manner by the Department for a determination of grant amount award. Sub-recipients must provide information and documentation sufficient to support the request for reimbursement and/or advance including but not limited to: description of grant/awards, invoice number/purchase order, invoice/purchase order date, payment date, vendor/payee, proof of payment (receipts, bank/credit card statements, canceled checks), etc. Each supporting document must be numbered sequentially to correspond to each entry below so that it is clear to which category the document applies. It also must be marked in a way that clearly delineates what was paid and requested to be reimbursed and/or advanced, when paid, etc. Reports will be returned if unclear, unorganized, or difficult to come either way which may delay the request for reimbursement and/or advance.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Division Security Category (provide group and number)	State description of award or service furnished	Vendor/Invoice	Invoice/Purchase Order Number	Date of Invoice or Purchase Order	Deliverables - Received Date	Payment/Credit Date	Check Number/ Credit Card Number (last 4 digits)	Cost	Grant Funds Expended (Advanced Funds)	Grant Funds Expended (Reimbursement)	Total Grant Expended (Principal Award)	Total Grant Interest Earned	Total Interest Earned	Total Funds Expended
Category 1 (Security Enhancement)	CS ALERT cloud monitoring service	Center for Internet Security	2021R-004931	8/18/21	8/18/21	10/17/22	014 88438	3,200.00		3,200.00	3,200.00			3,200.00
Category 2 (Security Enhancement)	Independent auditing of election results, purchase includes hardware, network software and implementation and training services	Clear Ballot Group, Inc.	Invoice CIG1720	1/10/2022	Not Received	N/A	N/A	106,112.98	106,112.98		106,112.98			106,112.98