

RESOLUTION NO. 2020 - 290

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, RECOGNIZING A CARES ACT ELECTIONS FUNDING AWARD AS UNANTICIPATED REVENUE; AND APPROPRIATING SUCH FUNDS WITHIN THE SUPERVISOR OF ELECTIONS' 2020 FISCAL YEAR BUDGET.**

**WHEREAS**, the St. Johns County Supervisor of Elections has been selected to receive a Coronavirus Aid, Relief and Economic Security (CARES Act) funding grant, which is a federally-funded grant administered by the Florida Department of State, Division of Elections ("Department"); and

**WHEREAS**, the Fiscal Year 2020 Care Act funding award is in the amount of \$291,618, and requires a County funding match requirement in the amount of \$58,324 that can be satisfied by proof of prior Coronavirus prevention related expenditures; and

**WHEREAS**, it has been determined the funding match requirement has been satisfied during FY 2020, however, when preparing the budget for Fiscal Year 2020 the County did not anticipate receiving proceeds from the CARES Act grant; and

**WHEREAS**, after review, the County has determined that the receipt and appropriation of CARES ACT Elections funding serves 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 hereby recognizes the grant funding proceeds described herein as unanticipated revenue and directs the County Administrator, or designee, to appropriate the funds in the Supervisor of Elections' 2020 Fiscal Year budget for use consistent with the grant funding requirements.
3. 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 4<sup>th</sup> day of August 2020.

[OFFICIAL SEAL]

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

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

Jeb S. Smith, Chair

ATTEST: Brandon Patty, Clerk

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

Deputy Clerk

RENDITION DATE

8/6/20



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

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July 10, 2020

Division of Elections  
Florida Department of State  
Attn: Director Maria Matthews, Esq.  
500 South Bronough Street  
Room 316, R.A. Gray Building  
Tallahassee, Florida 32399-0250

Dear Director Matthews:

Enclosed you will find the CARES Act Grant application and plan for the St. Johns County Supervisor of Elections Office.

Please note that all of the items in our "Match" category are for items we have already purchased. We have included the invoice and cancelled check and/or proof of payment for these items. We have included the same for the "Reimbursement" category items.

If you should have any questions or need any further information, please contact Erika Ward, Chief Deputy, at (904) 823-2238

Sincerely,



Vicky Oakes  
Supervisor of Elections

**MEMORANDUM OF AGREEMENT FOR FEDERAL FUNDS  
Coronavirus Aid, Relief and Economic Security (CARES) Act**

This agreement is between the State of Florida, Department of State, Division of Elections ("Department"), an agency of the State of Florida, and Supervisor of Elections for St. Johns County, Florida. This agreement governs the receipt and use of federal funds as specified herein.

**I. Governing Law**

As authorized by Congress, the funds awarded to the States under the Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136), are available solely to "prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." Florida was allocated a total of \$20,253,853. The State's non-federal match requirement for this award is \$4,050,771 (20% of the federal funds) and must be met no later than March 27, 2022. On March 9, 2020 the Governor issued Executive Order 20-52 (Emergency Management – COVID-19) Public Health Emergency) in response to the Novel Coronavirus (COVID-19) outbreak. By approval of BA20-21-01C the Department is authorized to distribute among Florida's 67 county Supervisors of Elections ("Sub-recipients" hereinafter) a sum total of \$20,253,853 in non-recurring funds for COVID-19 election related expenses for the 2020 Federal Elections. **Attachment A** provides the distribution amount by county and match amount required. CARES funds authorization is made pursuant to the Consolidated Appropriations Act of 2020 and its supplemental appropriation, the CARES Act, and under section 101 of the Help America Vote Act of 2002 (HAVA) (Public Law 107-252). The Catalog of Federal Domestic Assistance (CFDA) number is 90.404.

**II. Scope of Work, Deliverables, Restrictions**

**A. Scope of Work**

Funds may be awarded as a reimbursement and/or advance for allowable expenses. Allowable expenses include but are not limited to those listed in **Attachment B** during the period of March 28, 2020 through December 31, 2020. Allowable expenses must be reasonable, necessary and allocable to the grant. Further details are set forth in subsections B, C, and D.

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

<b>Deliverables</b>	Apply funds solely for CoVID19 election-related expenses (expenses to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle) during the allowable expense period of <b>March 28, 2020, through December 31, 2020.</b>
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<p><b>Minimum Level of Service</b></p>	<p><b>Grant deadline</b> (See subsection C): Sub-recipient has until Friday, December 31, 2020, to submit a request for the grant.</p> <p><b>Detailed expense plan:</b> At the time of grant application, Sub-recipient shall provide a detailed plan of allowable expenses for the 2020 Federal Election Cycle that have been expended and/or will be expended for which reimbursement or advance is sought, respectively.</p> <p><b>Deadline to encumber and/or expend funds:</b> No later than <b>Friday, December 31, 2020</b>, sub-recipient shall have expended and/or encumbered for services and/or products to be used or implemented.</p> <p><b>Final expenditure report</b> (see subsection D): Sub-recipient shall submit a final expenditure report due no later than <b>Monday, February 1, 2021</b>, that also includes documentation evidencing the services and/or products purchased, used and/or implemented for the 2020 Federal Election Cycle.</p>
<p><b>Financial Consequences through Friday, December 31, 2020.</b></p>	<p>A county who does not submit an application for funds by <b>Friday, December 31, 2020</b> is no longer eligible for the grant.</p> <p>Any funds, including interests accrued, remaining after <b>Friday, December 31, 2020</b>, or not otherwise encumbered for services and/or products received or provided on or before Friday, December 31, 2020 must be returned to the Department, no later than <b>Monday, February 1, 2021</b>, and include the final expenditure report.</p>

**C. Amount of Award, Request and Disbursement Process**

The Department shall distribute to each eligible Sub-recipient upon request and submission of a completed grant application. Each county is allocated a minimum base of fifty thousand dollars (\$50,000) of the total grant. In addition, each county is allocated an amount derived from the remainder of the grant which is divided by the total number of registered voters as of book closing in the 2020 Presidential Preference Primary Election and then multiplied by the respective county's number of registered voters as of book closing for that county. The maximum amount that each eligible Sub-recipient may receive is set forth in **Attachment A**.

In order to receive funds, the Sub-recipient shall return this complete contract package no later than Friday, December 31, 2020. Additionally, before the Sub-recipient may receive funds, the Sub-recipient must submit the following:

1. 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 C**. [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.]

**D. Final Expenditure Report**

The Sub-recipient must provide a final expenditure report (see **Attachment D**) including supporting documentation evidencing allowable expenses no later than Monday, February 1, 2021. Supporting documentation shall include invoices, canceled checks, purchase orders, vendor contracts, and other records that detail the services or products provided and the costs of such services and/or products.

Failure to submit the report may result in immediate forfeiture of all funds, including any interest accrued.

Any funds determined not to be expended in accordance with this agreement shall be forfeited and

returned, including any interest earned, to the Department within 15 days of written notice to the Sub-recipient.

#### **E. Restrictions**

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

If the Sub-recipient expends any funds on expenses that are not allowable, the Sub-recipient must reimburse immediately the Department the funds, not otherwise expended for allowable costs, including any interest earned during the term of this agreement.

If the Sub-recipient receives advanced funds, the Sub-recipient must establish and maintain these public 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.
- **Additional reporting requirement:** The submission each year by November 30<sup>th</sup> of a Public Depositor Annual Report to the Chief Financial Officers (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.

### **III. Payments**

The Sub-recipient shall receive payment through the electronic funds transfer (EFT) if it has already been set up. 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. All Sub-recipients wishing to receive funds through electronic funds transfer must submit a Direct Deposit Authorization form to the Florida Department of Financial Services. Otherwise payment will be by warrant.

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

The administration of resources awarded to the Sub-recipient, as indicated on **Attachment E- Exhibit 1**, may be subject to monitoring, audits and reporting requirements herein.

#### **A. Monitoring**

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

#### **B. Audits**

1. *Federally Funded Audits* (OMB Circular A-133, as revised in supplemental 2017.)

In the event that the Sub-recipient expends \$750,000 or more in Federal awards in its fiscal year, the Sub-recipient is **required** to have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended in its fiscal year,

the Sub-recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit conducted by the Auditor General must satisfy the requirements of Subpart E of OMB Circular A-133, as revised. In connection with the audit requirements the Sub-recipient shall fulfill the responsibilities of an auditee as provided in Subpart C of OMB Circular A-133, as revised.

If the Sub-recipient expends less than \$750,000 in Federal awards in its fiscal year, an audit is **not required**. The Sub-recipient, however, must make records available for review or audit upon request by appropriate officials of U.S. Election Assistance Commission, the Department, and the General Accounting Office (GAO). If the Sub-recipient elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-federal resources (i.e., resources obtained from other than Federal entities).

## 2. *Other audits*

The Department may conduct a limited scope audit of federal funds as defined by OMB Circular A-133 (as revised) or other financial analysis or review of federal funds as permitted by federal law. In the event the Department determines that a limited scope audit or other type of audit of the Sub-recipient is appropriate, the 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.

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

*Additional guidance to state and federal monitoring and auditing requirements may be found at <http://www.eac.gov>.*

## C. **Audit Reporting**

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

<i>Department of State Division of Elections R.A. Gray Bldg., Ste 316 500 S. Bronough St. Tallahassee, FL 32399-0250</i>	<i>Department of State Office of Inspector General R.A. Gray Bldg., Rm. 406 500 S. Bronough Street Tallahassee, FL 32399-0250</i>	<i>Auditor General's Office Claude Pepper Bldg. 111 West Madison St. Tallahassee, FL 32399-1450</i>	<i>Federal Audit Clearinghouse Bureau of the Census 1201 East 10<sup>th</sup> St. Jeffersonville, IN 47130</i>
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Any reports, management letter, or other information required to be submitted to the Department pursuant to this agreement shall be submitted timely and in accordance with OMB Circular A-133, the Florida Statutes, and/or Chapter 10.550 (local governmental entities) of the Rules of the Auditor General, whichever is applicable. The correspondence accompanying the financial reporting package forwarded to the Department must include the date the Sub-recipient received the reporting package.

## V. **Record Retention**

The Sub-recipient shall keep and maintain accurate and detailed records sufficient to demonstrate its compliance with the terms of this agreement. The Sub-recipient shall retain these records for five fiscal

years in accordance with the guidelines of the Department of Financial Services and the Office of the Auditor General, or three years after the date an audit report is issued, whichever is later. The Sub-recipient shall allow the Department or its designee, CFO, or Auditor General access to such records, including access to the audit working papers upon request.

**VI. Entirety of the Agreement**

All terms and conditions of this agreement are fully set forth in this document and its attachments and shall be governed by the laws of the State of Florida regardless of any conflict of laws provisions.

In any proceeding or action brought under this section, the parties agree that the prevailing party will be entitled to its reasonable attorney's fees from the other party. The parties agree that proper venue will be in Leon County, Florida. 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

Signature: *Vicky Oakes*

Printed name: Vicky Oakes

Title: Supervisor of Elections

Address: 4455 Avenue A #101  
St. Augustine, FL 32095

\_\_\_\_\_  
\_\_\_\_\_

By Department of State, Division of Elections

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Florida Department of State  
R.A. Gray Building, Ste 316  
Tallahassee, Florida 32399

County FEID/FEIN: 59/6000825

Date: 7/10/2020

Date:

Attachment A - HAVA CARES Fund Grant 2020 Allocation by County

Total Grant (\$20,253,853)

County	Base Total	Remainder	Registered Voters - Bookclosing (PPP)	Remainder Subtotal (Columns C x D)	Total Subgrant Award (Columns B + E)	Match Requirement (20%)	Total Subgrant Award and Match
Florida							
	3,350,000.00	Divided by Total registered voters bookclosing (PPP)					
		16,903,853.00					
Alachua	50,000.00	1,23369	184,091	227,111	277,111	55,422	332,533
Baker	50,000.00	1,23369	15,576	19,216	69,216	13,843	83,059
Bay	50,000.00	1,23369	116,144	143,286	193,286	38,657	231,943
Bradford	50,000.00	1,23369	16,911	20,863	70,863	14,173	85,036
Brevard	50,000.00	1,23369	436,317	538,280	588,280	117,656	705,936
Broward	50,000.00	1,23369	1,197,905	1,477,843	1,527,843	305,569	1,833,412
Calhoun	50,000.00	1,23369	8,365	10,320	60,320	12,064	72,384
Charlotte	50,000.00	1,23369	145,433	179,419	229,419	45,884	275,303
Citrus	50,000.00	1,23369	110,328	136,111	186,111	37,222	223,333
Clay	50,000.00	1,23369	155,942	192,384	242,384	48,477	290,861
Collier	50,000.00	1,23369	209,054	257,908	307,908	61,582	369,490
Colombia	50,000.00	1,23369	41,756	51,514	101,514	20,303	121,817
DeSoto	50,000.00	1,23369	16,706	20,610	70,610	14,122	84,732
Duval	50,000.00	1,23369	9,868	12,174	62,174	12,435	74,609
Duval	50,000.00	1,23369	629,272	776,327	826,327	165,265	991,592
Escambia	50,000.00	1,23369	220,533	272,069	322,069	64,414	386,483
Flagler	50,000.00	1,23369	87,411	107,838	157,838	31,568	189,406
Franklin	50,000.00	1,23369	8,103	9,997	59,997	11,999	71,996
Gadsden	50,000.00	1,23369	30,371	37,468	87,468	17,494	104,962
Gilchrist	50,000.00	1,23369	11,931	14,719	64,719	12,944	77,663
Glades	50,000.00	1,23369	6,727	8,299	58,299	11,660	69,959
Gulf	50,000.00	1,23369	10,547	13,012	63,012	12,602	75,614
Hamilton	50,000.00	1,23369	7,759	9,572	59,572	11,914	71,487
Hardee	50,000.00	1,23369	12,543	15,474	65,474	13,095	78,569
Heard	50,000.00	1,23369	17,904	22,088	72,088	14,418	86,506
Hernando	50,000.00	1,23369	140,591	173,446	223,446	44,689	268,135
Highlands	50,000.00	1,23369	61,926	76,397	126,397	25,279	151,677
Hillsborough	50,000.00	1,23369	878,811	1,084,180	1,134,180	226,836	1,361,016
Holmes	50,000.00	1,23369	11,002	13,573	63,573	12,715	76,288
Indian River	50,000.00	1,23369	118,978	146,782	196,782	39,356	236,138
Jackson	50,000.00	1,23369	28,509	35,171	85,171	17,034	102,206
Jefferson	50,000.00	1,23369	9,832	12,130	62,130	12,426	74,556
Lafayette	50,000.00	1,23369	4,436	5,473	55,473	11,095	66,567
Lake	50,000.00	1,23369	245,324	302,654	352,654	70,531	423,185
Lee	50,000.00	1,23369	470,746	580,755	630,755	126,151	756,906
Leon	50,000.00	1,23369	215,428	265,771	315,771	63,154	378,926
Levy	50,000.00	1,23369	28,581	35,260	85,260	17,052	102,312
Liberty	50,000.00	1,23369	4,442	5,480	55,480	11,096	66,576
Madison	50,000.00	1,23369	11,636	14,355	64,355	12,871	77,226
Manatee	50,000.00	1,23369	256,206	316,079	366,079	73,216	439,295
Marion	50,000.00	1,23369	251,125	309,810	359,810	71,962	431,772
Martin	50,000.00	1,23369	111,955	138,118	188,118	37,624	225,741
Miami-Dade	50,000.00	1,23369	1,470,194	1,813,764	1,863,764	372,753	2,236,516
Monroe	50,000.00	1,23369	53,574	66,094	116,094	23,219	139,312

Attachment A - HAVA CARES Fund Grant 2020 Allocation by County

Total Grant (\$20,253,853)

County	Base Total	Remainder	Registered Voters - Bookclosing (PPP)	Remainder Subtotal (Columns C x D)	Total Subgrant Award (Columns B + E)	Match Requirement (20%)	Total Subgrant Award and Match
Franklin	50,000.00	1,238.69	67,988	69,876	133,876	26,775	60,651
Madison	50,000.00	1,238.69	139,532	172,139	772,139	44,428	265,567
Clatsop	50,000.00	1,238.69	21,116	26,051	76,051	15,210	31,261
Oregon	50,000.00	1,238.69	845,817	1,043,476	1,093,476	218,695	1,312,171
Oregon	50,000.00	1,238.69	223,823	276,128	326,128	65,226	391,354
Wash. Beach	50,000.00	1,238.69	976,612	1,208,836	1,254,836	250,967	1,505,804
Wasco	50,000.00	1,238.69	367,079	452,862	502,862	100,572	603,434
Wheeler	50,000.00	1,238.69	688,672	819,608	899,608	179,922	1,079,529
Polk	50,000.00	1,238.69	444,448	548,311	598,311	119,662	717,973
Polk	50,000.00	1,238.69	48,616	59,977	109,977	21,995	131,972
St. Johns	50,000.00	1,238.69	195,850	241,618	291,618	58,324	349,942
St. Johns	50,000.00	1,238.69	208,101	256,732	306,732	61,346	368,079
St. Paul	50,000.00	1,238.69	136,437	158,321	218,321	43,664	261,985
Seaside	50,000.00	1,238.69	324,465	400,289	450,289	90,058	540,347
Seaside	50,000.00	1,238.69	318,413	392,321	442,321	88,565	531,388
Seaside	50,000.00	1,238.69	103,630	127,371	172,371	35,569	213,411
Seaside	50,000.00	1,238.69	26,286	32,329	32,329	16,486	38,715
Tillamook	50,000.00	1,238.69	12,184	15,031	63,031	13,006	30,038
Tillamook	50,000.00	1,238.69	7,493	9,244	59,244	11,849	21,093
Wahkiakum	50,000.00	1,238.69	372,847	459,378	589,378	108,996	671,973
Wahkiakum	50,000.00	1,238.69	21,618	26,670	76,670	15,334	91,004
Wahkiakum	50,000.00	1,238.69	53,421	65,905	115,905	23,181	139,086
Washington	50,000.00	1,238.69	16,524	20,385	70,385	14,077	34,463
Totals	3,350,000.00		13,701,765	16,903,130	20,253,730	4,050,746	24,304,477

County: St. Johns County

Attachment B #MOA 2020-001- : CARES Act (2020) Grants Request/Plan

\*Prepopulated allowable expenses are based primarily on U.S. EAC.gov guidance to date (https://www.eac.gov/election-officials/guidance-use-nava-funds-expenses-related-covid-19). The list is not exhaustive and may include other expense categories subject to approval.

Advance Reimbursement Match Total

**Vote-by-Mail**

Additional ballots and envelope printing				
Upgrades to systems for requests/change of address				
Additional drop boxes - installation/security				
Mailing and postage costs, meters meters	\$15,000.00	\$20,000.00		\$35,000.00
Ballot tracking software				
Equipment -high speed or central count tabulators	\$51,175.00		\$50,587.50	\$101,762.50
Equipment- hardware/ signature comparison/verification software and other similar software				
Additional ballot trays and other supplies to process increased activity		\$3,067.20		\$3,067.20
Equipment - automated letter opener, inserter, sorter, etc.				

**Staffing - In-office/poll workers**

Poll worker training - cleaning and other sanitization procedures and ballot and ID handling, appropriate disinfecting process for voting associated equipment (voting machines, ballot booths, laptops, tablets, poll books, and other surfaces) consistent with vendor instructions and internal procedures, and other CDC guidelines/protocols for social distancing				
Overtime salary and benefit costs -elections staff and poll workers				
More in-person training sessions to accommodate smaller classes				
Hiring /retention	\$89,392.30			\$89,392.30

**Registration list maintenance activities**

Activities to improve the accuracy and currency of registrant addresses				
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**Polling sites/Offices - equipment, supplies**

Additional laptops and mobile IT equipment, workstation, office expansions for vote-by-mail activity				\$0.00
Ballot-on-demand printers, supplies (paper, ink, cleaning supplies), ballot transport carts, storage bags or lockers	\$3,305.48	\$17,297.25		\$20,602.73
Signage, tents, tables, supplies for social distancing compliance (stanchions, tape markers, etc.) and/or portal set-ups	\$1,103.99		\$166.32	\$1,270.31
Back-up power supplies - generators, power cords, batteries	\$4,275.00			\$4,275.00
Vehicle rental - mobile units/transport				

**Polling sites/offices - cleaning/sanitization/protective gear**

Deep cleaning supplies and pre- and post-election deep cleaning services	\$26,410.00			\$26,410.00
Disposable pens for voters	\$3,848.25			\$3,848.25
Protective gear (masks, gloves, face shields, etc.), hand-washing stations, hand sanitizers for staff and poll workers and/or voters	\$8,415.03	\$1,644.43	\$7,570.18	\$17,629.64
Plexiglass covers, install for stations and/or equipment		\$1,522.04		\$1,522.04

**Polling sites - additional leasing space/backup**

Additional leasing as replacement for loss of existing sites, back-up and flow-over	\$10,000.00			\$10,000.00
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**Communications - public outreach campaign/media**

on voting changes, ballot request options, or voting procedures as implicated by CoVID 19	\$1,080.00			\$1,080.00
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**Communications - targeted voter mailings**

Targeted voter mailings - educational changes or procedures of CoVID 19 as impacting voting methods & locations (VBM, EV, ED)	\$15,187.35	\$8,619.68		\$23,807.03
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**Other**

Software to establish online training platform and classes	\$4,800.00	\$5,475.00		\$10,275.00
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Other				
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Other				
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Other				
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Other				
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Other				
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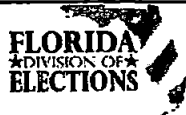
**TOTAL** \$233,992.40 \$57,625.60 \$58,324.00 \$349,942.00

Signature Vicky Oakes

Printed name Vicky Oakes

Date 7/10/2020





**Elections CARES Grant Final Expenditure Report**

<b>County</b>					
<b>Staff member completing report</b>					
<b>Date Submitted</b>					
<b>Funds provided by state to county</b>					
<b>County match</b>				<b>Document Number</b>	
<b>Interest earned</b>				<b>Document Number</b>	
<b>Total expenditures</b>					
<b>Funds to be returned</b>					
<b>Expenditures</b>					
Document Number	Category/ Sub-Category	Good or Service Purchased	Cost	Funds Expended	
<b>Totals</b>				<b>\$0.00</b>	<b>\$0.00</b>
<p>Report must include documentation such as billing, itemized receipts, invoices, bank statements, canceled checks, etc. in support of the figures. Number the supporting documentation in accordance with the list above. Insert additional rows if needed.</p>					

## INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.