

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Poll Worker Recruitment and Training Grant – Certificate Regarding Matching Funds

**DEPARTMENT:** Supervisor of Elections **DIVISION:** \_\_\_\_\_

**AUTHORIZED BY:** Michael Ertel *M.E.* **CONTACT:** Charlene Pike *cm* **EXT.** \_\_\_\_\_

<b>Agenda Date</b> <u>12/12/06</u>	<b>Regular</b> <input type="checkbox"/>	<b>Consent</b> <input checked="" type="checkbox"/>	<b>Work Session</b> <input type="checkbox"/>	<b>Briefing</b> <input type="checkbox"/>
	<b>Public Hearing – 1:30</b> <input type="checkbox"/>		<b>Public Hearing – 7:00</b> <input type="checkbox"/>	

**MOTION/RECOMMENDATION:**

Approve and authorize the Chairman to execute the Certificate Regarding Matching Funds contained within the Memorandum of Agreement between the Florida Department of State and the Seminole County Supervisor of Elections; and, approve the coordinating budget amendment request.

**BACKGROUND:**

The 2006 Legislature appropriated \$1,000,000 to be distributed to supervisors of elections to assist with recruiting and training individuals as poll workers. Funds are distributed to each eligible supervisor of elections based on registered voters as of the 2004 General Election, as certified by the Department of State.

The amount allocated for Seminole County is \$23,417.46. For the grant to be received, the Chairman of the Board of County Commissioners must execute a Certificate Regarding Matching Funds, certifying the Board will provide matching funds of equal to 15%, which for Seminole County is \$3,512.62. The match will be funded by the Supervisor of Elections' current fiscal year budget.

Request the Board to approve and authorize the Chairman to execute the 'Certificate Regarding Matching Funds' [contained within the Memorandum of Agreement], and the coordinating budget amendment request.

<b>Reviewed by:</b>
<b>Co Atty:</b> _____
<b>DFS:</b> <i>[Signature]</i>
<b>Other:</b> _____
<b>DCM:</b> _____
<b>CM:</b> <i>[Signature]</i>
<b>File No.</b> <u>CS0E62</u>



FLORIDA DEPARTMENT OF STATE


**Sue M. Cobb**

Secretary of State

DIVISION OF ELECTIONS

**MEMORANDUM**

TO: Supervisors of Elections

FROM: Dawn K. Roberts, Esq.   
Director, Division of Elections

DATE: November 15, 2006

SUBJECT: Poll Worker Recruitment and Training Funds

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The 2006 Legislature appropriated \$1,000,000 to be distributed to supervisors of elections to assist with recruiting and training individuals as poll workers. Funds are to be distributed to each eligible supervisor of elections based on registered voters as of the 2004 General Election, as certified by the Department of State.

Funds received from the FY 2006-07 appropriation must be used to support poll worker recruitment and training activities related only to federal elections (that is, elections in which a federal candidate is on the ballot). If any of the FY 2006-07 poll worker recruitment and training 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 federal elections.

In order to receive the poll worker recruitment and training funds, the Legislature has required that the Supervisor of Elections provide a detailed description of the plan for recruiting and training poll workers to the Department of State. In addition, the Chairman of the Board of County Commissioners will be required to certify that the county will match the state funds with a 15% county match. Both the state funds and county matching funds must be held in a separate account to be used solely for poll worker recruitment and training purposes.

Enclosed are the following documents:

- Memorandum of Agreement for Receipt and Use of Poll Worker Recruitment and Training Funds (required to be executed by the Supervisor of Elections)
- Certification Regarding Matching Funds (required to be executed by the Chairman of the Board of County Commissioners)

Poll Worker Recruitment & Training Funds

November 15, 2006

Page 2

- Attachment A-1, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions (required to be signed by the Supervisor of Elections)

Please return all three of these executed documents, along with your detailed plan, to the Division of Elections. You will be provided a copy of the agreement upon execution by the Division.

If you have any questions, please let us know.

DKR/jd

Enclosures

**MEMORANDUM OF AGREEMENT**  
**FOR RECEIPT AND USE OF HAVA FUNDS**  
**FOR POLL WORKER RECRUITMENT AND TRAINING**

This agreement, effective as of the date fully executed, is by and between the State of Florida, Department of State, Division of Elections ("Department"), an agency of the State of Florida, the address of which is the R.A. Gray Building, 500 South Bronough Street, Room 316, Tallahassee, FL 32399-0250 and Seminole County Supervisor of Elections, The Honorable Michael Ertel ("Supervisor"), the address of which is P.O. Box 1479, Sanford, Florida 32773-1479, for the purpose of governing the receipt and use of federal funds as specified herein.

**I. Governing Law**

Section 6 of Chapter 2006-25, Laws of Florida, provides for the disbursement of funds to be used for poll worker recruitment and training. From the funds appropriated from the Grants and Donations Trust Fund to the Department of State, Specific Appropriation 3175 of the 2006-2007 General Appropriations Act, the Department is authorized to distribute the sum of \$1,000,000 in the state fiscal year 2006-2007 to the county supervisors of elections to fund poll worker recruitment and training programs. Funding to support the FY 2006-07 appropriation for poll worker recruitment and training is made available from 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.

**II. Restrictions**

Supervisor must comply with the requirements of **Attachment A** for funds that may be awarded under this Agreement. **Attachment A** is incorporated by reference as if fully set forth herein. However, this Agreement shall not be fully executed nor funds disbursed until the county supervisor of elections satisfies the requirements of paragraph 2 of **Attachment A**.

Supervisor shall use funds received under this Agreement solely for the purposes outlined in Specific Appropriation 3175 of the 2006-2007 General Appropriations Act as set forth **Attachment A** and in a manner consistent with the provisions of the HAVA. Funds received from the FY 2006-07 appropriation must be used to support poll worker recruitment and training activities related only to federal elections (that is, elections in which a federal candidate is on the ballot). If any of the FY 2006-07 poll worker recruitment and training 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 Federal elections.

No county supervisor of elections shall use any funds received hereunder 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.

Any funds received by the Supervisor under this Agreement that are used for any unauthorized purpose shall be repaid to the Department.

### **III. Disbursement**

The Department shall distribute to each eligible county supervisor of elections an amount equal to the funding level per voter multiplied by the number of registered voters in the county for the 2004 General Election, as certified by Department of State. The Department shall determine the funding level per voter in the state based on that information. The Supervisor shall receive a sum certain as outlined further in **Attachment B**.

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

The administration of resources awarded to the Supervisor is subject to audits, monitoring and reporting requirements as described in this section.

#### **A. Monitoring and Reporting**

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

In the event the Department determines that a limited scope audit of the Supervisor is appropriate, the Supervisor agrees to comply with any additional instructions provided by Department staff to the Supervisor regarding such audit. The Supervisor further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

Additionally, the Supervisor of Elections must comply with the reporting requirements of paragraph 5 in **Attachment A**. 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. Also, the Department shall ensure that Supervisors report the expenditures made with HAVA funds separately from expenditures made with county funds. In addition, prior to the expenditure of any HAVA funds, the Supervisor must submit to the Department for review and approval any change, modification or deviation from the activities or expenses set forth in the plan as submitted initially pursuant to paragraph 2 in **Attachment A**.

## B. Audits

### *Part I: Federally Funded*

This part is applicable if the Supervisor is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the Supervisor expends \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) or more in Federal awards in its fiscal year, the Supervisor must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. **Attachment A** indicates Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in its fiscal year, the Supervisor shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended shall be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Supervisor conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, shall meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the Supervisor shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the Supervisor expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Supervisor expends less than \$300,000 (*\$500,000 for fiscal years ending after December 31, 2003*) in Federal awards in its fiscal year and 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., the cost of such an audit must be paid from Supervisor resources obtained from other than Federal entities).
4. *Additional guidance to state and federal monitoring and auditing requirements may be found at <http://www.eac.gov>; and <http://election.dos.state.fl.us/hava/index.shtml>*

### *Part II: State Funded*

This part is applicable if the Supervisor is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the Supervisor expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such Supervisor (for fiscal years ending September 30, 2004 or thereafter), the Supervisor 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 Department of Financial

Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Attachment A** indicates state financial assistance awarded through the Department by this agreement. In determining the state financial assistance expended in its fiscal year, the Supervisor shall consider all sources of state financial assistance, including state financial assistance received from the Department, 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 Supervisor shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), 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 Supervisor expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the Supervisor 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 Supervisor's resources obtained from other than State entities).

#### *Part III: Other Audit Requirements*

Pursuant to Section 215.97(8), Florida Statutes, the Department may conduct or arrange for audits of state financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the Department must arrange for funding the full cost of such additional audits.

#### *Part IV: Report Submission*

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Supervisor directly to each of the following:
  - Department of State  
Division of Elections  
R.A. Gray Building  
500 S. Bronough Street, Suite 316  
Tallahassee, Florida 32399-0250

- Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132
  - Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. Pursuant to Section .320 (f), OMB Circular A-133, as revised, the Supervisor shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department at the following address:

Department of State  
Division of Elections  
R.A. Gray Building  
500 S. Bronough Street, Suite 316  
Tallahassee, Florida 32399-0250

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

Department of State  
Division of Elections  
R.A. Gray Building  
500 S. Bronough Street, Suite 316  
Tallahassee, Florida 32399-0250

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

4. Copies of reports or the management letter required by PART III of this agreement shall be submitted by or on behalf of the Supervisor directly to:

Department of State  
Division of Elections  
R.A. Gray Building  
500 S. Bronough Street, Suite 316  
Tallahassee, Florida 32399-0250

5. 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 OMB Circular A-133, Florida Statutes, and Chapters 10.550



(local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

- 6. Supervisors, when submitting financial reporting packages to the Department of State for audits done in accordance with OMB Circular A-133 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 Supervisor in correspondence accompanying the reporting package.

*Part V: Record Retention*

The Supervisor 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 or its designee, CFO, or Auditor General access to such records upon request. The Supervisor shall ensure that audit working papers are made available to the Department or its designee, 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.


**V. Entirety of the Agreement**

All terms and conditions of this agreement are fully set forth in this document and shall be governed by the laws of the State of Florida regardless of any conflict of laws provisions. In any proceeding or action brought under this section, the parties agree that the prevailing party will be entitled to its reasonable attorney's fees from the other party. The parties agree that proper venue will be in Leon County, Florida.

IN WITNESS THEREOF, the parties have caused this Agreement to be executed by their undersigned officials as duly authorized.

Supervisor of Elections:

Department of State, Division of Elections:

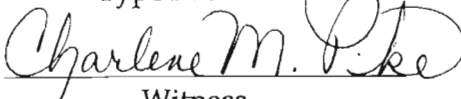
By:  \_\_\_\_\_

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

Supervisor of Elections

Typed name and title

\_\_\_\_\_  
Typed name and title



Witness

\_\_\_\_\_  
Witness

11/21/06  
Date

\_\_\_\_\_  
Date

## ATTACHMENT A

## Federal Resources Awarded To The Supervisor

Federal Program: Federal Help America Vote Act – Catalog of Federal Domestic Assistance (CFDA) § 90.401 Help America Vote Act Requirements Payments for the amount specified in Attachment B

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

1. Funds received pursuant to this Agreement must be expended solely for recruitment and training individuals as poll workers.
2. No county supervisor of elections shall receive funds pursuant to this Agreement until he or she:
  - Provides a detailed description of the Supervisor's poll worker recruitment and training plan. The Supervisor shall identify the source of funds (federal, local, county matching funds) to be used for each activity set forth in the plan.
  - Completes and submits ED Form GCAS-009 (6/88), entitled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions." Such form is attached hereto as Attachment A-1.
    - Pursuant to Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, no federal funds shall be disbursed to the intended recipient of such funds or to any sub-recipient thereunder unless the intended 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. The intended recipient and each sub-recipient, if any, of federal funds shall complete federal form ED Form GCS-009, 6/88, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions" and must submit the form to the Department of State prior to receiving disbursement.
  - Provides a written certification from the Board of County Commissioners that the county will provide matching funds for poll workers recruitment and training in an amount equal to 15% of the amount to be received from the state. If the Board of County Commissioners fails to appropriate the matching funds required by this paragraph, any funds provided to the Supervisor under this Agreement shall be returned to the Department.

3. The Supervisor must also segregate state poll worker recruitment and training distributions 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. Any funds remaining in the fund at the end of the fiscal year shall remain in the account to be used for the same purposes for subsequent years or until such funds are expended.

4. The Supervisor shall identify the source of funds (federal, local, county matching funds) being used for each poll worker recruitment and training activity in accordance with the Supervisor's plan. In addition, the Supervisor shall maintain separate accounting records for each of these funding sources.

5. The Supervisor shall provide a written report to the Department on or before December 31, 2007 detailing the actual expenditures by the Supervisor of the funds provided under this Agreement. The report shall cover the period from the date of receipt of the funds by the Supervisor through September 30, 2007. Such report must include documentation that the Board of County Commissioners appropriated matching funds as certified pursuant to paragraph 2. Failure of the Board to appropriate the funds must be reported and will result in reimbursement of funds awarded under this Agreement. The Supervisor shall subsequently provide such a report by December 31 of each and every year thereafter, covering the preceding period of October 1 through September 30, as long as any funds provided for under this Agreement remain and/or are expended.

6. Copies of any reports or other submissions required by paragraphs 2 and 5 of this Attachment shall be submitted by or on behalf of the Supervisor directly to:

Department of State  
Division of Elections  
R.A. Gray Building  
500 S. Bronough Street, Suite 316  
Tallahassee, Florida 32399-0250

State Resources Awarded to the Supervisor Pursuant to this Agreement Consist of the Following: N/A

Matching Resources for Federal Programs: N/A

Subject to section 215.97, Florida Statutes: N/A

*Compliance Requirements applicable to State Resources Awarded Pursuant to this Agreement are as Follows:* N/A

DEPARTMENT OF STATE  
DIVISION OF ELECTIONS  
POLL WORKER RECRUITMENT AND TRAINING FUNDS  
FY 2006-07

COUNTY	2004 GENERAL ELECTION REGISTERED VOTERS	POLL WORKER RECRUITMENT AND TRAINING FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Alachua	142,358	\$ 13,819.43	\$ 2,072.92
Baker	12,887	\$ 1,251.01	\$ 187.65
Bay	101,315	\$ 9,835.18	\$ 1,475.28
Bradford	14,721	\$ 1,429.04	\$ 214.36
Brevard	338,195	\$ 32,830.35	\$ 4,924.55
Broward	1,058,069	\$ 102,712.28	\$ 15,406.84
Calhoun	8,350	\$ 810.58	\$ 121.59
Charlotte	113,808	\$ 11,047.94	\$ 1,657.19
Citrus	90,780	\$ 8,812.49	\$ 1,321.87
Clay	106,464	\$ 10,335.02	\$ 1,550.25
Collier	168,673	\$ 16,373.97	\$ 2,456.10
Columbia	34,282	\$ 3,327.93	\$ 499.19
DeSoto	14,901	\$ 1,446.52	\$ 216.98
Dixie	9,676	\$ 939.30	\$ 140.89
Duval	515,202	\$ 50,013.35	\$ 7,502.00
Escambia	189,833	\$ 18,428.08	\$ 2,764.21
Flagler	47,068	\$ 4,569.14	\$ 685.37
Franklin	7,620	\$ 739.71	\$ 110.96
Gadsden	26,884	\$ 2,609.77	\$ 391.47
Gilchrist	9,035	\$ 877.07	\$ 131.56
Glades	5,963	\$ 578.86	\$ 86.83
Gulf	9,627	\$ 934.54	\$ 140.18
Hamilton	7,645	\$ 742.14	\$ 111.32
Hardee	10,399	\$ 1,009.49	\$ 151.42
Hendry	17,144	\$ 1,664.26	\$ 249.64
Hernando	109,656	\$ 10,644.88	\$ 1,596.73
Highlands	60,176	\$ 5,841.60	\$ 876.24
Hillsborough	621,201	\$ 60,303.22	\$ 9,045.48
Holmes	10,982	\$ 1,066.08	\$ 159.91
Indian River	81,643	\$ 7,925.51	\$ 1,188.83
Jackson	27,138	\$ 2,634.43	\$ 395.16
Jefferson	9,300	\$ 902.80	\$ 135.42
Lafayette	4,309	\$ 418.30	\$ 62.74
Lake	161,269	\$ 15,655.22	\$ 2,348.28
Lee	304,937	\$ 29,601.83	\$ 4,440.27
Leon	171,182	\$ 16,617.53	\$ 2,492.63
Levy	22,617	\$ 2,195.55	\$ 329.33
Liberty	4,075	\$ 395.58	\$ 59.34
Madison	11,371	\$ 1,103.84	\$ 165.58
Manatee	191,635	\$ 18,603.01	\$ 2,790.45
Marion	184,257	\$ 17,886.79	\$ 2,683.02

DEPARTMENT OF STATE  
DIVISION OF ELECTIONS  
POLL WORKER RECRUITMENT AND TRAINING FUNDS  
FY 2006-07

COUNTY	2004 GENERAL ELECTION REGISTERED VOTERS	POLL WORKER RECRUITMENT AND TRAINING FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Martin	98,857	\$ 9,596.57	\$ 1,439.48
Miami-Dade	1,058,801	\$ 102,783.34	\$ 15,417.50
Monroe	51,377	\$ 4,987.43	\$ 748.12
Nassau	41,353	\$ 4,014.35	\$ 602.15
Okaloosa	127,455	\$ 12,372.72	\$ 1,855.91
Okeechobee	18,627	\$ 1,808.22	\$ 271.23
Orange	531,774	\$ 51,622.08	\$ 7,743.31
Osceola	129,487	\$ 12,569.98	\$ 1,885.50
Palm Beach	729,575	\$ 70,823.65	\$ 10,623.55
Pasco	265,974	\$ 25,819.48	\$ 3,872.92
Pinellas	590,989	\$ 57,370.39	\$ 8,605.56
Polk	295,742	\$ 28,709.22	\$ 4,306.38
Putnam	45,344	\$ 4,401.78	\$ 660.27
Santa Rosa	96,359	\$ 9,354.07	\$ 1,403.11
Sarasota	240,592	\$ 23,355.52	\$ 3,503.33
* Seminole	241,230	\$ 23,417.46	\$ 3,512.62
St. Johns	109,635	\$ 10,642.84	\$ 1,596.43
St. Lucie	137,951	\$ 13,391.62	\$ 2,008.74
Sumter	40,523	\$ 3,933.78	\$ 590.07
Suwannee	21,930	\$ 2,128.86	\$ 319.33
Taylor	11,481	\$ 1,114.52	\$ 167.18
Union	7,063	\$ 685.64	\$ 102.85
Volusia	309,930	\$ 30,086.52	\$ 4,512.98
Wakulla	15,396	\$ 1,494.57	\$ 224.19
Walton	32,777	\$ 3,181.83	\$ 477.28
Washington	14,421	\$ 1,399.92	\$ 209.99
<b>TOTAL</b>	<b>10,301,290</b>	<b>\$ 1,000,000.00</b>	<b>\$ 150,000.00</b>

DEPARTMENT OF STATE  
 DIVISION OF ELECTIONS  
 POLL WORKER RECRUITMENT AND TRAINING FUNDS  
 FY 2006-07

COUNTY	2004 GENERAL ELECTION REGISTERED VOTERS	POLL WORKER RECRUITMENT AND TRAINING FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
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From the funds in Specific Appropriation 3175, \$1,000,000 shall be distributed to county supervisors of elections to assist with recruiting and training individuals as poll workers. These funds shall be distributed to each eligible county supervisor in an amount equal to the funding level per voter multiplied by the number of registered voters in the county for the 2004 General Election. The Division of Elections shall determine the funding level per voter based on the number of registered voters in the state for the 2004 General Election.

The county must certify to the Division of Elections that the county will provide matching funds for poll worker recruitment and training in the amount equal to fifteen percent of the amount to be received from the state. The county must also submit training plans to the department for approval to ensure consistency of training across the state.

**Certificate Regarding Matching Funds**

I, \_\_\_\_\_, Chairman of the Board of County Commissioners of Seminole County, Florida, do hereby certify that the Board of County Commissioners will provide matching funds for poll worker recruitment and training in county FY 2006-2007 to the Supervisor of Elections in an amount equal to at least 15% of the amount to be received from the state, which for Seminole County is \$3,512.62. I understand that if the Board fails to appropriate the required matching funds, all funds received from the state for voter education purposes during the 2006-2007 state fiscal year will be required to be returned to the Department of State.

\_\_\_\_\_  
Chairman, Board of County Commissioners

\_\_\_\_\_  
Date



November 21, 2006

Board of County Commissioners  
Seminole County Services Building  
1101 E. First Street  
Sanford, FL 32771

Dear Chairman:

The Department of State has approved a Poll Worker Recruitment and Training Funds Grant for the Supervisor of Elections in the amount of \$23,417.46. The grant stipulates that the Board of County Commissioners must provide matching funds for voter education FY 2006-2007 to the Supervisor of Elections in the amount equal to at least 15% of the amount received by the state, which in Seminole County is \$3,512.62. Our office will provide the matching funds from our 2006 budget. All that is required is a signature from your office verifying the agreement.

Any questions please contact, me at 407.708.7712.

Sincerely,

Michael Ertel  
Supervisor of Elections



2006-R-

**BUDGET AMENDMENT REQUEST**

DFS Recommendation	
Kanettanee Haynes	11/17/06
Analyst	Date
<i>SP</i>	
Budget Mgr	Date
<i>JLD</i>	11/21/06
Director	Date

TO: Seminole County Board of County Commissioners

FROM: Department of Fiscal Services

SUBJECT: **Budget Amendment Resolution**  
Department: **Supervisor of Elections**  
Fund(s): 00100 General Fund

PURPOSE: To establish budget for the Department of State Division of Elections - Elections Poll Worker Recruitment and Training Grant \$23,418. The Memorandum of Agreement is included in this meetings Supervisors of Elections consent agenda for Board approval.

ACTION: Approval and authorization for the Chairman to execute Budget Amendment Resolution.

In accordance with Section 129.06(2), Florida Statutes, it is recommended that the following accounts in the County budget be adjusted by the amounts set forth herein for the purpose described.

**Sources:**

Account Number	Project #	Account Title	Amount
00100.334164.027103		Voter Education	23,418
<b>Total Sources</b>			<b>23,418</b>

**Uses:**

Account Number	Project #	Account Title	Amount
00100.013001.590966		Transfer- Supervisor of Elections	23,418
<b>Total Uses</b>			<b>23,418</b>

**BUDGET AMENDMENT RESOLUTION**

This Resolution, 2006-R-\_\_\_\_\_ approving the above requested budget amendment, was adopted at the regular meeting of the Board of County Commissioners of Seminole County, Florida \_\_\_\_\_ as reflected in the minutes of said meeting.

Attest:

\_\_\_\_\_  
Maryanne Morse, Clerk to the Board of County Commissioners

By: \_\_\_\_\_  
Carlton Henley  
Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Entered by County Finance Department

Date: \_\_\_\_\_