



MEMORANDUM OF AGREEMENT FOR 2021 ELECTION SECURITY FUNDS

This agreement is between the State of Florida, Department of State, Division of Elections ("Department"), an agency of the State of Florida, and **Chris H. Chambliss**, Supervisor of Elections ("Sub-recipient") for **Clay 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.

I. Governing Law

Grant funds are available from the 2020 Help America Vote Act (HAVA) Election Security Grant funds through Specific Appropriation 3131A in Chapter 2020-111, Laws of Florida.

The Department of State hereby establishes a sub grant program to address Sub-recipients' election security needs as assessed by the Department for federal elections (hereinafter "2021 ESF1 Grant") and for the purpose of complying with the 2020 Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System.

The total sum available for distribution is three million, four hundred seventy-five thousand dollars (\$3,475,000) in non-recurring funds for fiscal year 2020-2021. The funds are appropriated from the Federal Grants Trust Fund, pursuant to section 101 of the Help America Vote Act of 2002 (HAVA) and section 90.404 ("Help America Vote Act Election Security Funds") of the Catalog of Federal Domestic Assistance .

II. Scope of Work

Sub-recipient may request a 2021 ESF1 Grant for the purchase of goods and/or services to address Sub-recipient's continuing election security needs as identified and developed in conjunction with the Department's assessment and for purposes of complying with the 2020 Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System. Sub-recipient may request advance payment, reimbursement or a combination thereof.

To be eligible to apply and receive for these funds, Sub-recipient must provide the following using the Department's Online Grants System:

- An executed 2020 Memorandum of Agreement for the Florida Voter Registration System's Minimum Security Standards (if not already on file with the Department).
- A signed Memorandum of Agreement
- A completed online Election Security Improvement Plan (Sub-recipient shall initially complete the plan using the fillable section in the Department's Online Grants System's application to submit the actual and/or anticipated amount expense(s) and to indicate which one or more of the six allowable expense categories the request falls.)
 - For election security reasons, subsequent to notice of determination of eligibility and/or grant award amount based on the initial online application, Sub-recipient shall

supplement the online plan with a more detailed plan using **Attachment A – Detailed Plan -2021 Election Security Grant 1** to be submitted in accordance with the process detailed in Deliverable 1 of Section IV.

- A signed Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (**Attachment 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.

III. Grant Period and Timeline

The grant agreement covers the period indicated below:

Date	Event
7/1/2020	Beginning of period in which expenditures can qualify for reimbursement
6/30/2021	• Deadline to submit a grant application through the Department's Online Grants System as set forth in Section II. • Deadline to expend funds eligible for reimbursement in accordance with plan. • Deadline to incur obligations eligible for advance payment in accordance with plan.
09/15/2021	Deadline to expend advance funds.
09/30/2021	Deadline to submit a Final Expenditure Report using Attachment C and return any unspent advance funds, including accrued interest.

IV. Deliverables, Minimum Levels of Service, and Financial Consequences

Deliverable 1	Grant Application
Minimum Level of Service	Provide no later than June 30, 2021, the following as part of the Department's Online Grants System: • An executed 2020 Memorandum of Agreement for the Florida Voter Registration System's Minimum Security Standards (if not already on file with the Department). • A signed Memorandum of Agreement for 2021 Election Security Grant 1 • Election Security Improvement Plan – Sub-recipient shall initially complete the plan using the fillable section in the Department's Online Grants System's application and include the actual and/or anticipated expense(s) within one or more of the six allowable expense categories: ○ Category 1: Multi-factor Authentication (MFA) and Access Controls ○ Category 2: Vulnerability Management ○ Category 3: E-Mail Security (Including DMARC)

	○ Category 4: Network Hygiene, Segmentation, and Security ○ Category 5: Endpoint Hygiene and Security ○ Category 6: Physical Security and Other Needs For security reasons, subsequent to the determination of eligibility and/or grant award amount, Sub-recipient shall supplement the online plan with a more detailed plan using Attachment A –2021 Election Security Improvement Plan - Grant 1 and submit in accordance with Deliverable 2. • Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (Attachment B). (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.)
Financial Consequences	Sub-recipient is not eligible for these funds without an executed 2020 Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System on file with the Department prior to or at the time of submitting an online grant application. Sub-recipient is not eligible for these funds if a completed online grant application is not submitted by the requisite timeframe.
Deliverable 2	Advance funds or reimbursement documentation
Minimum Level of Service	If Sub-recipient requests reimbursement for allowable expenses, such reimbursement may only be for the period starting July 1, 2020 up to the date of the application. Subsequent to a notice of determination of eligibility and/or grant award amount, a request for reimbursement must be supplemented by a more detailed plan using Attachment A –2021 Election Security Improvement Plan-Grant 1 with supporting documentation and submitted through a secure site in a prescribed time and manner by the Department. Sub-recipient must provide information and documentation sufficient to support the request for reimbursement and/or advance including but to, description of good/services, invoice number/purchase order, invoice/purchase order date, payment date, vendor/payee, proof of payment (receipts, bank/credit card statements, canceled check), etc. If Sub-recipient requests advance funds for allowable expenses, such expenses must be obligated no later than June 30 and expended no later than September 15, 2021.
Financial Consequences	If supporting documentation for reimbursement is not sufficient for request, Sub-recipient will not be eligible for reimbursement. If funds are not obligated by June 30, Sub-recipient is not eligible to request and/or obtain advance. If advance funds are not expended by September 15,

	2021 Sub-recipient shall return all funds, previously advanced, including interest.
Deliverable 3	Final Financial Expenditure Report
Minimal Level of Service	No later than September 15, 2021 Sub-recipient shall transmit to the Department the Final Expenditure Report using Attachment C . The Final Expenditure Report and supporting documentation shall be submitted through a secure site to the Department in a prescribed manner. Sub-recipient must provide information and documentation sufficient to support the requests for reimbursement and/or advance including but to, description of good/services, invoice number/purchase order, invoice/purchase order date, payment date, vendor/payee, proof of payment (receipts, bank/credit card statements, canceled check), etc. Sub-recipient shall respond no later than 2 days after notice from the Department that the application is incomplete or insufficiently documented to determine final expenses.
Financial Consequences	Sub-recipient shall return all funds if a Final Expenditure Report is not submitted to the Department by September 15, 2021. Failure to respond to a notice of incomplete or insufficient report or request for supplemental information within 2 days from notice may result in a notice to return all funds, including interest, for which expenditures are not otherwise satisfactorily documented. Failure to timely submit a Final Expenditure Report or supplemental request may factor into eligibility for future grants. If determined by a re-assessment and/or audit that any part of the grant award was not used to implement the plan as approved, Sub-recipient shall return that portion of the award up to the maximum amount awarded plus interest accrued or that would have accrued.

V. Grant Submission/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 amount awarded to each Sub-recipient will be based on the online application and the Department's assessment of the Sub-recipient's election security needs to be able to comply with Sub-recipient's executed 2020 Updated Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System.

VI. Final Expenditure Report

The Sub-recipient must submit a Final Expenditure Report using **Attachment C** along with supporting documentation evidencing allowable expenses no later than September 15, 2021. Further requirements are detailed in Deliverable 3 within Section IV. 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.

VII. 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 30th 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. Funds will then be distributed subject to whether the request is a reimbursement, advance or combination thereof. As applicable, funds will be distributed subsequent to the submission of a more detailed Election Security Improvement Plan using **Attachment A** with supporting documentation to supplement the online plan. The award date for the subgrant is the day the funds are transferred or distributed to the Supervisor.

B. Electronic Funds Transfer

The Sub-recipient is encouraged to use electronic funds transfer (EFT) to receive payment as an alternative to receipt of payment by warrant. 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. 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.

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

No later than January 31, 2022, the Department shall conduct a post-award re-assessment of Sub-recipient's election security to determine whether the grant award was used to address identified needs for purposes of complying with the 2020 Updated Memorandum of Agreement for Minimum Security Standards for the Florida Voter Registration System no later than December 31, 2021. 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.

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.

B. Audit Requirements for Federal Financial Assistance

Audit Requirements for Awards of State and Federal Financial Assistance (Form DFS-A2-CL), (**Attachment D**), 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 (effective July 1, 2020) 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 E). Such property inventory shall be maintained at the local level.

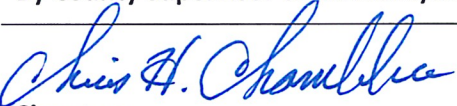
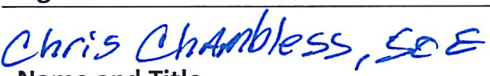
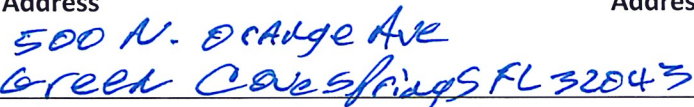
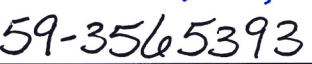
C. Sensitive and/or confidential information.

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 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		Name and Title
		Maria Matthews, Director, Division of Elections
Address		Address
		R.A. Gray Building, Ste. 316 500 S. Bronough Street, Tallahassee, Florida 32399
County FEID		
		
Date		Date
		