

**MEMORANDUM OF AGREEMENT FOR RECEIPT AND USE OF
VOTER EDUCATION FUNDS**

JUL 28 '04 PM 3:50

This agreement, effective as of the _____ day of _____, 2004, is by and between the State of Florida, Department of State, Division of Elections ("Department"), the address of which is 500 South Bronough Street, Room 316, Tallahassee, FL 32399-0250 and Nassau County Supervisor of Elections, Vicki P Cannon ("Supervisor"), the address of which is 11 North 14th Street, Suite 11, Fernandina Beach, FL 32034.

WHEREAS, Section 6 of Chapter 2004-268, Laws of Florida, provides for the disbursement of funds to be used for voter education.

WHEREAS, said section is intended to provide funding for additional voter education beyond the county supervisors of elections current programs.

I. Governing Law

From the funds appropriated from the Grants and Donations Trust Fund to the Department of State, Specific Appropriation 2871P of the 2004-2005 General Appropriations Act, the Department shall distribute the sum of \$2,900,000 in the state fiscal year 2004-2005 to the county supervisors of elections to fund comprehensive voter education programs.

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 Presidential Preference Primary, as certified by Department of State. The Department shall determine the funding level per voter in the state based on that information.

II. Restrictions

No county supervisor of elections shall receive funds pursuant to Section I until the Supervisor provides to the Department a detailed description of the voter education plans to be implemented.

No county supervisor of elections shall receive funds pursuant to Section I until Board of County Commissioners certifies to the Department that the county will provide matching funds for voter education in an amount equal to 15% of the amount to be received from the state. If 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.

All state funds received pursuant to Section I and all county matching funds shall be held in a separate account and shall be used solely for the voter education programs detailed in the Supervisor's plan. Any funds remaining in the account at the end of the

fiscal year shall remain in the account to be used for the same purposes for subsequent years or until the funds are expended.

Supervisors may only use funds received under this agreement for purposes outlined in Specific Appropriation 2871P of the 2004-2005 General Appropriations Act and consistent with the provisions of the federal Help America Vote Act. 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 Supervisor shall receive a sum certain as provided above and outlined in Appendix A.

IV. Audits and Monitoring

The administration of funds awarded by the Department to the Supervisor may be subject to audits and monitoring by the Department, as described in this section.

1. Each Supervisor expending \$300,000 or more in funds provided under this agreement may be subject to federal single or program specific audits. See OMB Circular No. A-133 (Revised, June 24, 1997) regarding Audits of States, Local Governments, and Nonprofit Organizations and the Catalog of Federal Domestic Assistance (CFDA) § 39.011, Election Reform Payments.

2. Each Supervisor receiving funds under this agreement shall keep such records with respect to the funds received as are consistent with sound accounting principles, including records which fully disclose the amount and disposition by the supervisor, the total cost of the project or undertaking for which such funds are used, the amount of that portion of the cost of the project or undertaking supplied by other sources, and such other records as will facilitate an effective audit. The Supervisor agrees to provide copies of and/or access to all such documentation to state and/or federal auditors and the Department upon request.

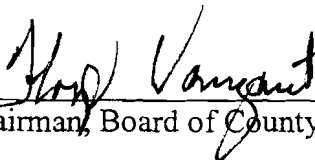
3. The Supervisor shall provide a report to the Department on or before December 31, 2005 detailing the actual expenditures by the Supervisor of the funds provided under this agreement which shall cover the period from the date of receipt of the funds by the Supervisor through September 30, 2005. The 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.

V. Report Submissions

Reports required by PART IV of this agreement shall be submitted by the Supervisor directly to the Department of State at the following address:

Certificate Regarding Matching Funds

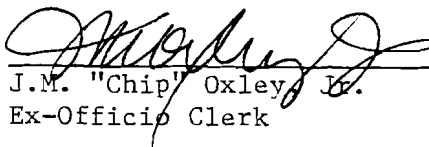
I, Floyd L. Vanzant, Chairman of the Board of County Commissioners of Nassau County, Florida, do hereby certify that the Board of County Commissioners will provide matching funds for voter education in county FY 2004-2005 to the Supervisor of Elections in an amount equal to at least 15% of the amount to be received from the state, which for Nassau County is \$1,724.95. 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 2004-2005 state fiscal year will be required to be returned to the Department of State.



Chairman, Board of County Commissioners

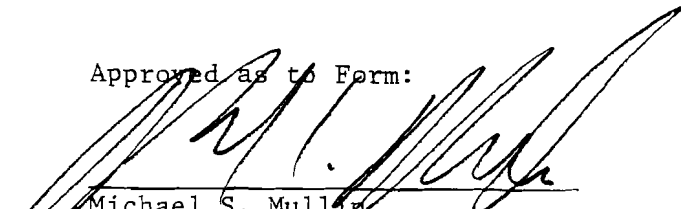
November 8, 2004
Date

Attest:



J.M. "Chip" Oxley, Jr.
Ex-Officio Clerk

Approved as to Form:



Michael S. Mullin
County Attorney

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

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

Department of State, Division of Elections:

Supervisor of Elections

By: _____
Division Director

By: Vicki P. Cannon

Nassau County
Supervisor of Elections
Typed name and title

Witness

TAMARA A. PUNDLIK
Witness

Date

10/20/04
Date

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
VOTER EDUCATION FUNDS
FY 2004-05

COUNTY	2004 PRESIDENTIAL PREFERENCE PRIMARY REGISTERED VOTERS	VOTER EDUCATION FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Alachua	118,917	\$ 36,948.67	\$ 5,542.30
Baker	11,978	\$ 3,721.68	\$ 558.25
Bay	89,992	\$ 27,961.39	\$ 4,194.21
Bradford	13,802	\$ 4,288.42	\$ 643.26
Brevard	312,506	\$ 97,098.67	\$ 14,564.80
Broward	965,660	\$ 300,040.00	\$ 45,006.00
Calhoun	7,987	\$ 2,481.64	\$ 372.25
Charlotte	107,416	\$ 33,375.20	\$ 5,006.28
Citrus	84,073	\$ 26,122.30	\$ 3,918.35
Clay	93,834	\$ 29,155.14	\$ 4,373.27
Collier	155,425	\$ 48,292.07	\$ 7,243.81
Columbia	31,035	\$ 9,642.88	\$ 1,446.43
DeSoto	14,240	\$ 4,424.51	\$ 663.68
Dixie	8,972	\$ 2,787.69	\$ 418.15
Duval	439,949	\$ 136,696.45	\$ 20,504.47
Escambia	169,163	\$ 52,560.60	\$ 7,884.09
Flagler	40,960	\$ 12,726.67	\$ 1,909.00
Franklin	7,350	\$ 2,283.72	\$ 342.56
Gadsden	25,508	\$ 7,925.58	\$ 1,188.84
Gilchrist	8,155	\$ 2,533.84	\$ 380.08
Glades	6,090	\$ 1,892.22	\$ 283.83
Gulf	9,159	\$ 2,845.79	\$ 426.87
Hamilton	7,414	\$ 2,303.60	\$ 345.54
Hardee	11,881	\$ 3,691.54	\$ 553.73
Hendry	16,005	\$ 4,972.91	\$ 745.94
Hernando	102,389	\$ 31,813.26	\$ 4,771.99
Highlands	58,730	\$ 18,247.98	\$ 2,737.20
Hillsborough	554,929	\$ 172,421.86	\$ 25,863.28
Holmes	10,195	\$ 3,167.69	\$ 475.15
Indian River	75,828	\$ 23,560.50	\$ 3,534.08
Jackson	25,689	\$ 7,981.82	\$ 1,197.27
Jefferson	8,710	\$ 2,706.28	\$ 405.94
Lafayette	4,049	\$ 1,258.06	\$ 188.71
Lake	144,600	\$ 44,928.63	\$ 6,739.29
Lee	292,993	\$ 91,035.79	\$ 13,655.37
Leon	142,927	\$ 44,408.82	\$ 6,661.32
Levy	20,477	\$ 6,362.40	\$ 954.36
Liberty	3,858	\$ 1,198.72	\$ 179.81
Madison	10,723	\$ 3,331.74	\$ 499.76
Manatee	179,585	\$ 55,798.81	\$ 8,369.82
Marion	170,748	\$ 53,053.07	\$ 7,957.96
Martin	93,598	\$ 29,081.81	\$ 4,362.27
Miami-Dade	951,774	\$ 295,725.48	\$ 44,358.82
Monroe	52,710	\$ 16,377.51	\$ 2,456.63
Nassau	37,011	\$ 11,499.68	\$ 1,724.95
Okaloosa	117,781	\$ 36,595.71	\$ 5,489.36
Okeechobee	17,145	\$ 5,327.12	\$ 799.07
Orange	454,571	\$ 141,239.65	\$ 21,185.95
Osceola	109,579	\$ 34,047.27	\$ 5,107.09
Palm Beach	672,528	\$ 208,961.02	\$ 31,344.15

DEPARTMENT OF STATE
DIVISION OF ELECTIONS
VOTER EDUCATION FUNDS
FY 2004-05

COUNTY	2004 PRESIDENTIAL PREFERENCE PRIMARY REGISTERED VOTERS	VOTER EDUCATION FUNDING PER COUNTY	COUNTY MATCHING FUNDS 15%
Pasco	245,539	\$ 76,291.37	\$ 11,443.70
Pinellas	558,601	\$ 173,562.79	\$ 26,034.42
Polk	268,779	\$ 83,512.26	\$ 12,526.84
Putnam	42,171	\$ 13,102.94	\$ 1,965.44
Santa Rosa	87,307	\$ 27,127.14	\$ 4,069.07
Sarasota	224,031	\$ 69,608.62	\$ 10,441.29
Seminole	202,190	\$ 62,822.41	\$ 9,423.36
St. Johns	97,373	\$ 30,254.74	\$ 4,538.21
St. Lucie	128,735	\$ 39,999.22	\$ 5,999.88
Sumter	35,850	\$ 11,138.95	\$ 1,670.84
Suwannee	20,420	\$ 6,344.69	\$ 951.70
Taylor	11,066	\$ 3,438.31	\$ 515.75
Union	6,473	\$ 2,011.22	\$ 301.68
Volusia	277,813	\$ 86,319.21	\$ 12,947.88
Wakulla	14,124	\$ 4,388.46	\$ 658.27
Walton	29,213	\$ 9,076.76	\$ 1,361.51
Washington	13,186	\$ 4,097.02	\$ 614.55
TOTAL	9,333,469	\$ 2,900,000.00	\$ 435,000.00

FY 2004-05 APPROPRIATION - VOTER EDUCATION

\$2,900,000

2004 Presidential Preference Primary - Total number of registered voters in the state

9,333,469

FUNDING LEVEL PER INDIVIDUAL VOTER

\$0.3107

(Based on FY 2004-05 appropriation for Voter Education divided by the total number of registered voters in the state for the 2004 Presidential Preference Primary)

The Department of State shall distribute funds appropriated for voter education to county supervisors of elections for the following purposes relating to voter education: mailing or publishing sample ballots; conducting activities pursuant to the Standards for Nonpartisan Voter Education as provided in Rule 1S-2.033, F.A.C.; print, radio, or television advertising to voters and other innovative voter education programs, as approved by the Department of State. No supervisor of elections shall receive any funds until the county supervisor of elections provides to the Department of State a detailed description of the voter-education programs, such as those described above, to be implemented.

The Department shall distribute an amount to each eligible county supervisor equal to the funding level per voter multiplied by the number of registered voters in the county for the 2004 Presidential Preference Primary. The Department shall determine the funding level per voters in the state based on that information.

In order for a county supervisor of elections to be eligible to receive state funding for voter education, the county must certify to the Division of Elections that the county will provide matching funds for voter education in the amount equal to fifteen percent of the amount to be received from the state. Additionally, to be eligible, a county must segregate state voter education 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.

VICKI PETERSON CANNON

Supervisor of Elections
Nassau County, Florida



HONOR A VETERAN
WITH YOUR VOTE!

MEMORANDUM

TO: HONORABLE FLOYD VANZANT, CHAIR
HONORABLE ANSLEY ACREE, VICE CHAIR
HONORABLE NICK DEONAS, COMMISSIONER
HONORABLE MARIANNE MARSHALL, COMMISSIONER
HONORABLE VICKIE SAMUS, COMMISSIONER

FROM: *Vicki P. Cannon*
VICKI P. CANNON, SUPERVISOR OF ELECTIONS

DATE: OCTOBER 18, 2004

SUBJECT: CERTIFICATION BY THE CHAIR OF THE COUNTY COMMISSION FOR STATE FUNDING FOR VOTER EDUCATION

I have requested the following to be placed on the agenda for a meeting of the Nassau County Board of County Commissioners:

Consideration of authorization for Chair to sign Certificate Regarding Matching Funds for Voter Education funding. The Florida Division of Elections and the Nassau County Supervisor of Elections (SOE) are entering into an Agreement for Voter Education Funds in the amount of \$11,499.68. The County's matching funds will be \$1,724.95. The SOE has included the matching funds in the SOE's Miscellaneous Supplies-Voter Education/Outreach Account # 01061513.552004 (\$7000 budgeted for the 2004-2005 Fiscal Year). The Agreement requires that both the State's and the SOE's matching funds be kept in a separate account. We have established Account #01064513.552004 to place the State and County funds to meet the grant requirement. Additionally, it requires that the Chair of the County Commission certify that the funds have been budgeted for the County's share. Attached is the following: Memorandum of Agreement and the Certificate Regarding Matching Funds. **Requested Motion: To authorize the Chair of the BOCC to sign the Certificate Regarding Matching Funds.**

OCT 22 PM 12:11
COUNTY CLERK'S OFFICE

Should you have questions, or if I can be of assistance, please do not hesitate to contact me.

Attachments

- cc: Honorable Chip Oxley, County Clerk
- Mike Mahaney, County Administrator
- Mike Mullin, County Attorney
- Ted Selby, Financial Services Director

Two Office Locations:
APPROVED
1000 North 4th Street, Suite 11
Fernandina Beach, Florida 32034
DATE 11/8/04 (Effective July 1, 2004)
96135 Nassau Place
Yulee, Florida 32097

Phone: (904) 491-7500 • (904) 879-1095
Toll Free: (866) 260-4301
FAX (904) 321-5736
TDD (904) 491-7510
E-mail: vcannon@votenassau.com
Website: www.votenassau.com

VICKI PETERSON CANNON

Supervisor of Elections
Nassau County, Florida



HONOR A VETERAN
WITH YOUR VOTE!

MEMORANDUM

TO: HONORABLE FLOYD VANZANT, CHAIR
HONORABLE ANSLEY ACREE, VICE CHAIR
HONORABLE NICK DEONAS, COMMISSIONER
HONORABLE MARIANNE MARSHALL, COMMISSIONER
HONORABLE VICKIE SAMUS, COMMISSIONER
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cc: Honorable Chip Oxley, County Clerk
Mike Mahaney, County Administrator
Mike Mullin, County Attorney
Ted Selby, Financial Services Director

RECEIVED
COUNTY COORDINATOR'S
OFFICE
OCT 22 PM 12:11

Two Office Locations:
APPROVED
1 North 4th Street, Suite 11
Fernandina Beach, Florida 32034
DATE 11/8/04 (Effective July 1, 2004)
96135 Nassau Place
Yulee, Florida 32097

Phone: (904) 491-7500 • (904) 879-1095
Toll Free: (866) 260-4301
FAX (904) 321-5736
TDD (904) 491-7510
E-mail: vcannon@votenassau.com
Website: www.votenassau.com



FLORIDA DEPARTMENT OF STATE
Glenda E. Hood
Secretary of State
DIVISION OF ELECTIONS

JUL 28 '04 PM 3:50

MEMORANDUM

TO: Supervisors of Elections
FROM: Dawn Roberts, Director, Division of Elections
DATE: July 23, 2004
SUBJECT: Voter Education Funds

A handwritten signature in black ink, appearing to read "Dawn", written over the "FROM:" line of the memorandum.

The 2004 Legislature appropriated \$2,900,000 specifically for voter education. These funds will be distributed to the Supervisors of Elections pursuant to a formula based on registered voters as of the 2004 Presidential Preference Primary, as certified by the Department of State. The Legislature specified that these funds could be used for mailing or publishing sample ballots; for conducting activities described in the Standards for Nonpartisan Voter Education provided in Rule 1S-2.033, F.A.C; for print, radio or television advertising to voters; and for other innovative voter education programs, as approved by the Department of State.

In order to receive the voter education funds, the Legislature has required that the Supervisor provide the Department of State with a detailed description of the voter education plans to be implemented. 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 the county matching funds must be held in a separate account to be used solely for voter education purposes.

Enclosed is the Memorandum of Agreement for Receipt and Use of Voter Education Funds which is required to be executed by the Supervisor of Elections. Also enclosed is the Certification Regarding Matching Funds, which is required to be executed by the Chairman of the Board of County Commissioners. Please return both 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/jad

Enclosures

**NASSAU COUNTY
VOTER EDUCATION PLAN
2004**

The Nassau County Supervisor of Elections office will be conducting a comprehensive outreach program for 2004.

Voter education grant funds will be expended on the following integral plan components:

Sample Ballots: Sample ballots will be direct mailed to all registered voters in Nassau County. The sample ballots will include voting opportunity information, polling location information, pertinent information regarding the election, and all state required information. Additionally, the sample ballots will be provided at outreach functions, all early voting sites, both Supervisor of Elections offices and upon request. Additionally, an advertisement in the three local newspapers will be placed, announcing the direct mail sample ballots and advising voters to contact our office if they did not receive their sample ballot.

First Coast SOE Voter Outreach Program: This program is a cooperative effort between Nassau, Clay, Duval and St. Johns counties to make a regional voter education impact. Each Supervisor of Elections office pays a percentage based on the size of their county. This program includes television spots, radio spots, print ads and billboards promoting all areas of voter awareness – registering, absentee balloting, early voting, election dates, etc. This has been a very successful effort in the past with excellent voter feedback.

Media Buys: Display advertisements are placed to inform voters about updating their voter records, requesting absentee ballots, early voting, and election information.

The Supervisor of Elections office looks forward to providing optimal voter education to the voters of Nassau County and to a successful 2004 year!