Certificate for Request of Funds  
U. S. Department of Health and Human Services (HHS)  
Voting Access for Individuals with Disabilities Grant  
(Polling Place Accessibility)

In 2008, Florida received from U.S. Department of Health and Human Services (HHS) VOTE Program grant funds in the amount of $668,723.00. These funds are to be used to make polling places accessible to the disability community. These funds are available until September 30, 2013.

Supervisors of Elections are eligible to receive a specified amount of this grant for their respective county based on a formula for distribution that includes the number of polling places that were used on 2010 General Election Day as reported in the U.S. Election Assistance Commission (EAC) 2010 Election Administration and Voting Survey.

Funds can only be spent in any one or more of the following major categories of accessibility:

- Category 1: Making polling places accessible to individuals with disabilities (this includes the path of travel, entrances, exits, and voting areas of each polling facility);

- Category 2: Providing access and participation to individuals with disabilities (this means providing the same opportunities for access and participation, privacy and independence provided to all other voters);

- Category 3: Training election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with disabilities in elections for Federal office; and

- Category 4: Providing individuals with disabilities with information on accessibility of polling places.

The Supervisors of Elections determines which category (or categories) to use the funds based on their county's specific needs. If a county needs to use funds from a category that is normally used for other purposes, simply write a justification explaining your county's needs regarding polling place accessibility and why you are using a category that normally would be used for other purposes.

Prior to receiving any funds, Supervisors must sign and date the Memorandum of Agreement and the Debarment and Suspension form and mail them to the Division of Elections. You will be provided with a copy of the agreement upon execution by the Division. When your county is ready to apply for reimbursement, please submit the Certificate for Reimbursement for Use of HHS VOTE Program Grant Funds as described below.

A Certificate must be submitted with each request that identifies the purpose and amount of funding being requested by category. There is no limit on the number of requests that a supervisor may submit up to the maximum allocated amount for the respective county. Very specific
supporting documents must be submitted with each of the items referenced on the Certificate:

Copies of invoices as backup for the amount on the certificate should include the following:
- Clear description of the items purchased or services performed;
- Abbreviations need to be spelled out;
- Explain unusual terms that are not common knowledge;
- Explain what the items were used for;
- List which polling places are being made accessible or which polling places the items were purchased for. Examples:
  - Concrete for handicapped ramps at polling place number 5, Lake Worth Community Building
  - Batteries for wireless doorbell for handicapped access at polling place number 33, Bradfordville Baptist Church
  - Tables for voting equipment so that voters in wheelchairs can pull up to the voting machine to vote. These will be used at the following polling places:
    o Precinct 10, Camp Taylor Fire Department
    o Precinct 15, Faith Christian Church
    o Precinct 22, Durrett High School
    o Precinct 41, Jefferson County Courthouse
    o Precinct 55, Eastside Community Center

Proof of payment:
- Copy of cancelled check; or
- Check number and date paid written on the invoice; or
- Receipt paid by a bank card and a copy of the bankcard statement on the bank’s letterhead.

Proof of salaries paid:
- A payroll register or similar documentation; or
- A document reflecting hours worked times the rate of pay will be acceptable for any individual paid by the hour.
- These documents should include the following information: Employee’s name, hourly rate, number of hours worked, and project or polling place.

EXAMPLES OF ALLOWABLE EXPENSES:

Counties can request reimbursement for the purchase, rental and/or lease of the AutoMark Voting Systems. --- ALL CATEGORIES CAN BE USED FOR THE REIMBURSEMENT.

Category 1
- Construct permanent handicapped ramps at polling places. (NOTE: On private property—consider temporary fixes or entering into a long term contract with the private entity to use their location as a polling place.)
- Portable ramps (transition, threshold, and curb, etc.) to make polling place entrances accessible.
- Temporary mats such as Mobi-Mats to make parking lots and entrances accessible at polling places
Paint for handicapped parking stripes on parking lots
• Widen sidewalks and doorways to be ADA compliant
• Door grips to retrofit doors to make them easier for individuals with disabilities to grasp.
• Door pressure gauges to measure door pressure for accessibility
• Install buttons so that a person with a disability could simply push a button to enter or exit a polling place.
• Safety cones to designate handicapped accessible parking places
• Crowd control barriers to keep walkways large enough for wheelchairs to pass through
• Permanent and temporary signs—ADA parking and directional—to designate handicapped parking areas and handicapped-accessible entrances.
• Contract with a consultant to survey new polling places for handicapped accessibility
• Acquire small and medium curb ramps, threshold ramps, temporary signs and matting for accessible parking for kits that would be stored at the county’s warehouse. These kits would be deployed in the case of a need to relocate a polling site due to a situation such as a power outage, fire, storm damage or other threat. The kits may only be used for polling sites.

Category 2
• Voice files (voice cards) ADA iVotronics ballot
• Flashcards used to record the voice files for the ADA iVotronics
• Headsets and headset disposable covers for the ADA iVotronics
• Rolling cart/carrying cases to transport TSX handicapped accessible voting machines. They will make it easier for the poll workers to transport them and to get the machines in place at the polling places. **Allowable if they are used for the purpose of accessibility and not just for storage.**
• ADA accessible voting booths with or without lights
• Folding tables to make voting booths and voting equipment accessible to individuals in wheelchairs
• Curbside call bells (ballot call) to request entry or curbside voting assistance from poll workers
• Batteries for wireless doorbell for handicapped access at polling places
• Purchase signature template or gripper stylus with optical scan holes for the visual/mobility impaired
• PEB’s (personal electronic ballots) to hold the ballot for voting
• TTY phones to be used by and for hearing impaired individuals
• Custom button for poll workers to wear that say, “May I help you?” or “Need Assistance? Please ask me.” They have the handicapped and hearing impaired symbol so that individuals with a disability will know who to ask for assistance.
• Contract with someone to build portable counters that are ADA compliant to use at early voting sites

Category 3
• Contract with a recognized disability-related organization to develop and assist with training the trainers in disability sensitivity program that includes polling place accessibility.
• Contract with Center for Visually Impaired, Inc. for presentation to poll workers on Sensitivity Training on Visual Impairment
• Purchase videos and books to use in conducting sensitivity training (including polling place accessibility issues) for poll workers

Category 4
• Advertising to let people in the disability community know that all polling places are accessible by using forms of communication unique to the disability community, such as:
  ➢ disability newspapers,
  ➢ disability newsletters,
  ➢ Radio Reading Service, used by people who are blind
• Create an audio recording in compact disc (CD) format providing information on availability and accessibility of the audio-enhanced TXS machines at polling places. The CD could be distributed through the Center for Independent Living, Division of Blind Services, the local library and the supervisor of elections website.
• Advertising in local newspaper--in smaller counties that don’t have any disability organizations, this is one way to get information that all polling places are handicapped accessible to the voting public.

EXAMPLES OF NON-ALLOWABLE EXPENSES:
• Tools to build handicapped ramps, etc., including sledge hammers, saw horses, extension cords, table saws, miter saws, gloves, etc. These are permanent items and could be used for purposes other than making polling places accessible.
• Surge protectors
• Contract with a consultant to survey polling places that have already been surveyed for handicapped accessibility.
• Reimburse the county for costs incurred in conducting surveying and design of existing polling places. (Funds should be used for actual remodeling, i.e., construction of ramps at entrances to facility, and not for pre-determination work to determine if construction/remodeling is needed.)