



UNITED STATES
ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

EAC Discretionary Grants: An Overview



Discretionary Grants at EAC

1. Deciding to Apply

2. Competitive Applications

3. Program Execution

4. Grantee Responsibilities



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

2010-11 Grant Opportunities

- College Poll Worker Program
- Mock Elections
- Logic and Accuracy/Post Election Audits
- Requirements Payments



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

The Process

1. Funding Notice Published—Sign-up for Auto-notification on our website
2. Decide to Apply
3. EAC Reviews Applications—3 step process
4. Award Announcements
5. Program Execution and Reporting
6. Grant Close-out



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Successful Applicants have:

- Well defined partnerships...
- A great needs statement
- Emphasis on program implementation and high quality material development
- A cost effective approach to the problem
- A focus on sustainability
- A focus on EAC priorities (e.g. Specialized outreach/retention efforts for Poll Workers)



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Resources for Applicants

- Grants.gov
- Review 2010 funding notice for ideas
www.eac.gov
- EAC Guide to College Poll Workers
- Profiles of Successful 2008--2010 applicants on EAC website
- HAVA State Plans
- EAC on Technical Assistance webinars



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Practical Tips for Applicants

- Review funding Notice carefully
- Call us often with your questions
- Organize application in same way as the funding Notice
- Pay close attention to selection criteria
- Clearly describe and substantiate partnerships
- Make sure the scope of the application makes sense for the amount of funds being requested.



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Selection Criteria

In awarding grants under this *Notice*, EAC will consider:

- Program Design (50%)
- Organizational Capacity (35%)
- Budget/Cost Effectiveness (15%)



UNITED STATES ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

PEER REVIEW SCORING

Program Design (50%)

The soundness, relevance, and creativity of the applicant's two-year plan. (10 points)

The applicant's approach to measuring achievement of outcomes and how data collected will be used to modify and improve strategies, products and services. (10 points)

The applicant's approach and expertise in using innovative solutions to implement new, or expand existing efforts to increase the number of college poll workers. (10 points)

The extent to which the proposed program takes into account information found in EAC's *Guidebook for Recruiting College Poll Workers* (10 points)

The scope of the project including the number of targeted college poll workers. (10 points)



UNITED STATES ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Peer Review Scoring Cont.
Organizational Capacity (35%)
Demonstrated relationships/partnerships with relevant State and local entities needed to make the project successful. (10 points)
Ability to manage a federal grant as evidenced by previous grants experience. (10 points)
Experience with managing volunteer recruitment efforts including experience working with handicapped populations, as appropriate for the proposed program model; (10 points)
Experience of the organization and staff as evidenced by brief staff biographies and other past organizational successes. (5 points)



UNITED STATES ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Peer Review Scoring Cont.

Budget/Cost-Effectiveness (15%)

Cost-effectiveness of the proposed activities in relation to the scope of the project (e.g. number of schools, voting precincts and students voting). (5 points)

Clarity and completeness of the budget and budget narrative. (5 points)

Cost sharing identified by the applicant. (5 points)



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

What are the odds...

71 Applications submitted and 16 funded (22%)

-4 Compliance problems

-20 Will score below 50 points out of 100

-10 Will score below 80 points (cutoff)

Leaving...

31 Applications remaining for staff reviews.

Funding ratio for high quality applications is 1:2



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Program Reporting

Progress reports. A progress report is due annually

- Narrative analysis of the budget report, explaining differences between budgeted and actual activities and costs by funding source;
- Progress towards performance measurements;
- Discussion of any problems observed or experienced and recommended solutions.

Financial Reports. Financial status reports (FSRs) must be submitted semi-annually.

Final Reports. In addition to an annual report the award recipient is required to submit a final report that is cumulative over the entire award period. The final report is due 90 days after the end of the agreement



UNITED STATES
ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

**Regulatory Requirements Provide The Guidance And Foundation For
Your Financial Management Systems**

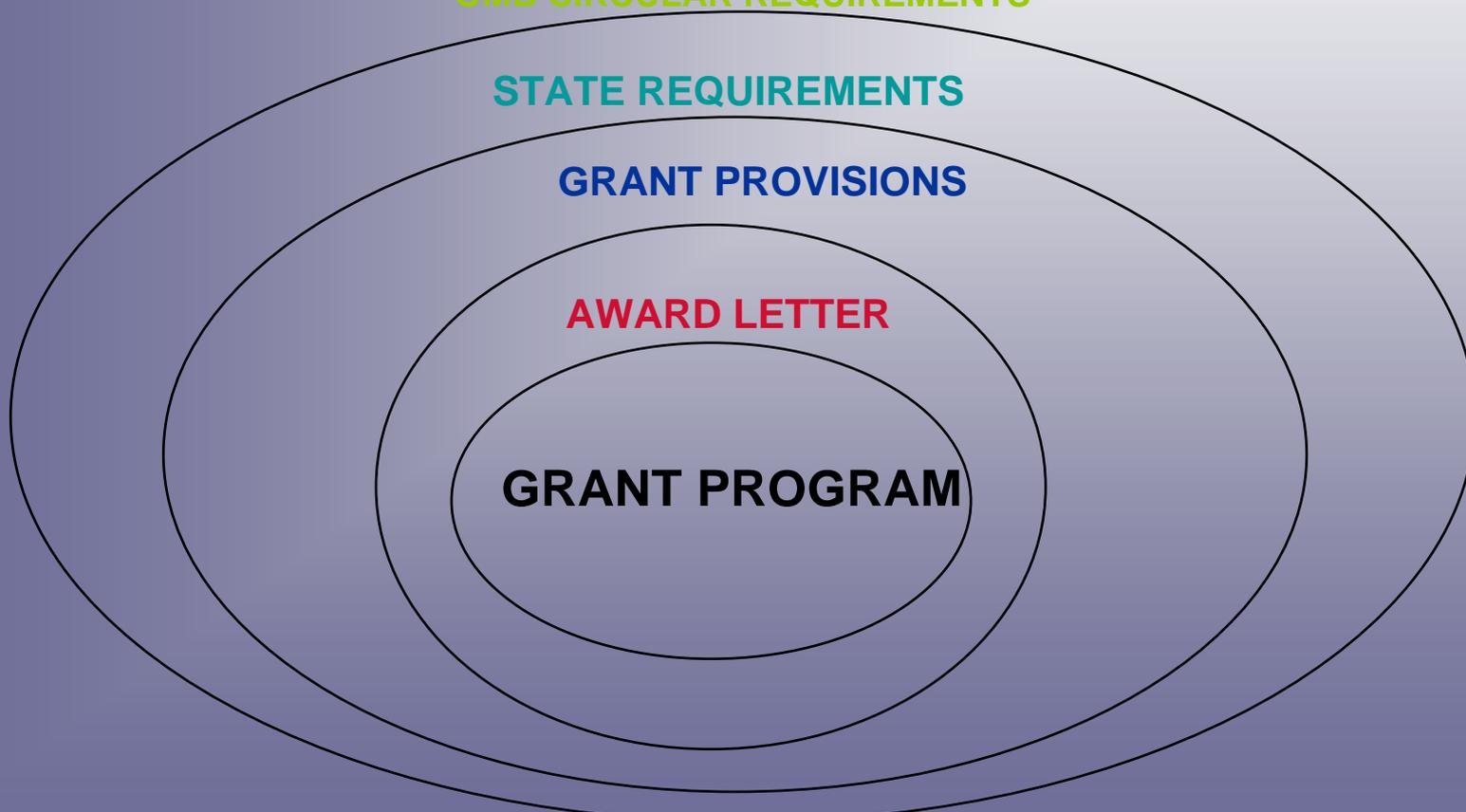
OMB CIRCULAR REQUIREMENTS

STATE REQUIREMENTS

GRANT PROVISIONS

AWARD LETTER

GRANT PROGRAM





UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

**OFFICE OF MANAGEMENT AND BUDGET (OMB)
CIRCULARS for STATE AND
LOCAL GOVERNMENT ENTITIES**

- **45 CFR 2541**
Grant and Cooperative Agreements to State and Local Governments—Uniform Administrative Req.
- **OMB Circular No. A-102:**
Cost Principles for State, Local and Indian Tribal Governments
- **OMB Circular No. A-133:**
Audits of States, Local Governments, and Non-Profit Organizations



UNITED STATES
ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

[www.whitehouse.gov/OMB/circulars/
index.html](http://www.whitehouse.gov/OMB/circulars/index.html)



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Key Elements of Grants Management

To be allowable under Federal awards, costs must meet the following criteria:

- Necessary and reasonable for proper and efficient performance and administration of the program
- Allocable to Federal awards
- Not prohibited under State or local laws or regulations
- Be accorded consistent treatment. (i.e., direct versus indirect costs)



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

Key Elements of Grants Management

Documentation of Expenses

- All staff are familiar with documentation requirements for Federal grants
- All expenses have supporting documentation that directly relates to expense to the grant
- Organization has proper record retention policy
- Documentation supports expenditure requirements: reasonableness, necessity, allocability, allowability, and adherence to grant guidelines



UNITED STATES

ELECTION ASSISTANCE COMMISSION

HAVA Funds Management

QUESTIONS...