

****AMENDED May 29, 2009****

Sections Amended include: II.A & II.D

NOTICE OF FEDERAL FUNDS AVAILABLE

OVERVIEW

Federal Agency Name:	U.S. Election Assistance Commission
Funding Opportunity Title:	2009 Help America Vote Act Mock Election
Announcement Type:	Notice of Funds Availability
CFDA No.:	90.402
Application Deadline	June 30, 2009 5:00 p.m. Eastern Time

Funding Opportunity Description: The U.S. Election Assistance Commission (EAC) announces the availability of \$300,000 in grant funds for the first year of a two-year award to organize and administer mock elections for High School students.

EAC will fund proposals that launch new mock election initiatives or substantively build upon existing mock election programs. The purpose of the program is to allow students to become more familiar with voting processes and technologies so that when they become eligible to vote they will be more comfortable with their civic duties. EAC is particularly interested in funding opportunities that promote the use of voting machines through partnerships with local election officials.

Project funds must be used for tasks and activities that are carried out without partisan bias and without promoting any particular political point of view regarding any election issue or candidate.

The \$300,000 will be available to between approximately 4 and 10 organizations. Proposals should include a two-year project plan and budget which proposes holding mock elections for both the 2009 and 2010 election cycles. Applicants may propose planning and scaled-down activities for the 2009 election cycle in preparation for larger initiatives for the 2010 election that will be supported using money from the first year of the grant.

Additional funding to expand 2010 activities in the second year of the grant will be provided subject to availability of appropriated funds in FY 2010 and substantial progress towards approved performance measures.

This assistance is being offered by the Omnibus Appropriations Act for Fiscal Year 2009 (Public Law 111-8), which provides funds for EAC to award competitive grants for operating a program of simulated elections for students in secondary education programs.

These grants will be administered under the Office of Management and Budget uniform administrative requirements and cost principles applicable to the organization that receives the assistance.

Eligibility: The competition is open to: 1) state and local election offices, 2) regional and national non-profit organizations as defined under section 501(c)(3) of the Internal Revenue Code*, and 3) tribal organizations. Applicants must propose to administer mock elections in multiple jurisdictions. For the purposes of this competition, ‘multiple jurisdictions’ is defined by the EAC as multiple states or multiple school districts within a state. For purposes of this competition, “state” means the 50 states in the United States, its territories, the District of Columbia.

Submission Dates and Times: The deadline for applications—which must be sent by regular or express mail-- is **5:00 p.m. Eastern Time on June 30, 2009**. 3 copies of the application (one original and two copies) and an electronic version (PDF) on a CD or DVD must arrive at the EAC by this deadline.

Please submit an e-mail stating your organization’s intent to apply to mockelections@eac.gov before June 10, 2009.

Applications submitted by fax or email will not be accepted.

On June 2, 2009 EAC will host a technical assistance call to answer questions about this funding opportunity. Applicants are strongly encouraged to participate in a call. Call information is posted at the end of this *Notice*.

FULL TEXT OF ANNOUNCEMENT

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

The U.S. Election Assistance Commission (EAC) was established by the [Help America Vote Act](#) of 2002 (HAVA). EAC is an independent, bipartisan commission charged with developing guidance to meet HAVA requirements, adopting [voluntary voting system guidelines](#), and serving as a [national clearinghouse](#) of information about election administration. EAC also accredits testing laboratories and certifies voting systems, as well as audits the use of HAVA funds. In 2009 EAC will administer several grant programs designed to promote election reforms and increase effectiveness of federal elections by addressing critical issues such as research into voting technology improvements that ensure accessibility for voters with disabilities, the shortage of pollworkers and teaching young people about election processes and the importance of civic responsibility.

For this competition, EAC is seeking proposals from state and local governmental units, Indian tribes and nonprofit organizations to operate or supplement a program of simulated elections for students in secondary education around the country under the Help America Vote Mock Election

Program. The purpose of this initiative is to build community involvement in and awareness of voting processes including getting students more familiar with voting technologies. Funds will be provided to operate or supplement operation of simulated elections that will occur approximately five days before the actual elections on November 3, 2009 and November 2, 2010.

Current EAC Mock Election grantees and other applicants with existing mock election programs must propose to use funds for supplemental and new activities and demonstrate how federal funds will substantially increase the reach and effectiveness of their programs including increasing the number of students participating in the mock election and the type and quality of student activities running up to and after the vote.

Applicants that have not previously administered mock elections must demonstrate that they have the initial partnerships with local election and school officials necessary to develop and implement the program. All applicants must discuss the nature of their partnerships with state or local education agencies and local election offices including the extent to which the proposed program will work with election administrators to ensure that the voting systems used during the mock election are similar to voting systems used by voters in the project's covered area.

EAC is particularly interested in funding outreach and communication strategies that: 1) use electronic and social media tools to significantly increase student participation in the mock elections; 2) integrate more classroom learning into the mock election through adaptation of new curriculum and other activities designed to increase students' understanding of election processes; 3) encourage youth participation and leadership in the planning and administration of the mock election activities.

Examples of activities that can be supported by the grant include, but are not limited to:

- School forums and local cable call-in shows on the national issues to be voted on in an "issues forum"
- Speeches and debates before students and parents by local candidates or stand-ins for such candidates
- Quiz team competitions, mock press conferences and speech writing competitions.
- Salary for school or local election office program coordinator
- Costs of materials development and training

Applicants must propose a detailed two-year project plan and budget that proposes holding mock elections for both 2009 and 2010 election cycles. The plan should address the above goals and show how the applicant will meet the performance measures requirements outlined in Section I.B. of this *Notice*.

Applicants may propose planning and scaled down activities in the 2009 election cycle in preparation for larger initiatives for the 2010 election that will be supported using money from the first year of the grant. Guidance on how to apply for additional funds in 2010 to expand the activities proposed in response to this notice will be sent to grantees in early 2010

B. Performance Measures and Accountability

Applicants must propose yearly performance measures and targets that address at least three of the following measures:

1. Number of students that are anticipated to vote in the Mock Election.
2. Number of new schools and students taking part in the program (for applicants with existing programs).
3. Number of schools that will use electronic voting equipment (not a requirement, but highly encouraged) for the mock elections.
4. Other Measure(s) as identified by the applicants as evidence of the success of the initiative.

C. Authority

Support for the activities described in this *Notice* is authorized under Section 295 of Title II, Subtitle D, Part 6 of the Help America Vote Act of 2002 (42 USC 15471). Funding for the awards made under this *Notice* will be provided from appropriations made available under the Omnibus Appropriations Act for Fiscal Year 2009 (Public Law 111-8).

II. Award Information

Funding Instrument Type: Grant

Anticipated Total Priority Area Funding: \$300,000

Anticipated Number of Awards: 4 - 10

Ceiling Amount of Individual Awards: \$75,000

Floor on Individual Award Amounts: \$30,000

Project Periods for Awards: From date of award up to 2 years from award

A. Number of Awards and Award Amount

EAC is planning to make approximately four to 10 awards under this *Notice*. The award minimum will be approximately \$30,000 and the award ceiling will be approximately \$75,000. Applications that propose a federal share of the budget outside of this range will not be as competitive as applicants that fall within the prescribed range.

Note: the EAC is not restricted to these projections and may deviate from the number of awards and amounts stated in this Notice depending upon the quality of the applicant pool.

B. Award Period and Future Funding

Successful applicants will receive a two-year operating grant with funding for both the first and second years of operation. Additional funding to expand activities for the second year of the award will be subject to substantive progress towards agreed upon performance measures and the

availability of appropriated funds. Guidance on how to apply for additional year two funds will be issued in FY 2010.

C. Type of Funding Instrument

The funding instrument for this federal assistance is a two-year competitive grant.

D. Other Requirements/Limitations

Applicants may not use any part of an award from the EAC to fund religious instruction, worship or proselytization, voter registration, get out the vote (GOTV) drives or other political activities that could be construed as lobbying.

Project funds must be used for tasks and activities which are carried out without partisan bias and without promoting any particular political point of view regarding any election issue or candidates. Applications that propose voter registration or GOTV efforts will be considered non-responsive and will not be eligible for funding under this announcement.

Pre-award costs can be requested by any applicant approved for funding under this *Notice*.

Construction is not an allowable activity or expenditure under this program.

Grantees may recover indirect costs under this grant up to 5 percent of the total Federal share of the grant. If an applicant has an approved federal indirect cost rate the remainder of the indirect costs can be used as a matching contribution. Applicants without an approved indirect rate may not claim indirect costs as a matching contribution

E. Cost Sharing or Matching

Matching funds are not required, but are encouraged. Successful applicants will be able to demonstrate community/stakeholder participation in the program and long term sustainability of the program through use of non-federal cash and in-kind support for the program.

F. Application Selection Criteria

In awarding grants under this notice, EAC will consider:

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

1. Program Design/Strategy

EAC will consider the quality of the proposed design based on:

- a) The soundness, relevance, and creativity of the applicant's two-year plan.
- b) The applicant's approach to measuring achievement of outcomes and how data collected will be used to modify and improve strategies, products and services.
- c) The applicant's approach and expertise in using innovative solutions to implement new, or expand existing mock election efforts, especially as it relates to the use of technology and use of social media tools to cost effectively engage students in participating in mock election activities.

- d) The extent to which the proposed program will work with election administrators to ensure that the voting systems used during the mock election are similar to the voting systems used by voters in the project's covered area.
- e) The scope of the mock election project including the number of targeted secondary education students.

2. Organizational Capacity

EAC will consider the capacity of the applicant to deliver the proposed services based on:

- a) Demonstrated relationships/partnerships with relevant State and local entities needed to make the project successful.
- b) Ability to manage a federal grant as evidenced by previous grants experience.
- c) Experience with similar mock election projects including experience working with students in secondary education programs.
- d) Experience of the organization and staff as evidenced by brief staff biographies and other past organizational successes.

3. Budget/Cost Effectiveness

EAC will consider the budget based on:

- a) Cost-effectiveness of the proposed activities in relation to the scope of the project (e.g. number of schools, voting precincts and students voting).
- b) Clarity and completeness of the budget and budget narrative.
- c) Cost sharing identified by the applicant.

EAC will make all final decisions concerning awards and may require revisions to the grant proposal in order to achieve the objectives under this *Notice*.

III. Eligibility Information

A. Eligible Applicants

The competition is open to: 1) state and local election offices, 2) regional and national non-profit organizations as defined under section 501(c)(3) of the Internal Revenue Code*, and 3) tribal organizations. Applicants must propose to administer mock elections in multiple jurisdictions. For the purposes of this competition, 'multiple jurisdictions' is defined by the EAC as multiple states or multiple school districts within a state. For purposes of this competition, "state" means the 50 states in the United States, its territories, the District of Columbia.

B. Other Eligibility Requirements

Lobbying: Any organization described in Section 501(c)(4) of the Internal Revenue Code of 1986, 26 U.S.C. 501(c)(4) that engages in lobbying activities is not eligible to apply.

Current Grantees: Organizations that currently operate EAC-funded programs or are applying for other EAC funding are still eligible to apply.

IV. Application and Submission Information

A. Submission of Application Package

This *Notice* contains all application instructions needed to complete the application. This *Notice* is available at: www.eac.gov or by e-mailing mockelections@eac.gov. You may also view this grant announcement at <http://www.grants.gov>.

Each application package must include an original and two copies of the complete application as well as a digital copy on a CD or DVD.

B. Form and Content of Submissions

The applicant must provide a well-designed plan with a clear and compelling justification for awarding the requested funds. The narratives must cover the two year project period for which the applicant is requesting approval.

Note: No attachments will be accepted with this application. Letters of support or as evidence of partnerships are not required at the time of application, but may be requested by EAC during the review process. Applicants should describe in careful detail the nature of their partnerships and how those partnerships will advance the goals of the project in the application narrative.

The maximum length for the Executive Summary is 1,500 characters. The maximum combined length for the Program Design, Organizational Capacity, and Budget/Cost Effectiveness is 15,000 characters (approximately 8 double-spaced pages).

The application must be typed and double-spaced in Times New Roman, 12-point font size with one-inch margins.

The application consists of the following components in the following order:

1. Standard Form 424 Facesheet
 - a. Budget Information--Non-Construction Programs (SF 424A, REV 4-92)
 - b. Budget justification for Section B7--Budget Categories
 - c. Assurances--Non-Construction Programs (SF 424B, REV 4-92)
2. Executive Summary Narrative (maximum length – 1,500 characters¹)
3. Narratives: (maximum length for combined narratives – 15,000 characters)
 - a. Program Design
 - b. Organizational Capacity
 - c. Budget/Cost Effectiveness
4. Certification on Lobbying
<http://www.eac.gov/program-areas/grants/certification-regarding-lobbying/>

All Federal forms can be found at:

http://www07.grants.gov/agencies/approved_standard_forms.jsp.

¹ The character count includes all letters and punctuation (not spaces) in a document. One double-spaced, 12-point font page equals approximately 1,800 characters.

Should there be any inconsistency between this *Notice* and the Application Instructions below, the order of precedence is as follows:

1. *Notice*
2. Application Instructions

1. Executive Summary Narrative

Provide a concise overview of the proposed project that summarizes the need, the proposed strategy for addressing the need, anticipated outcomes/accomplishments and how the outcomes will be achieved and measured.

2. Program Design Narrative

Background. Briefly describe your organization’s mission, accomplishments, and beneficiaries. Describe the community need(s) your project will work in.

Proposed Design/Strategy. Describe your approach to addressing the program described in the *Notice*. Your strategy should also address:

- a. The target population(s) of your proposed project including urban/rural location and any underrepresented groups that will be served;
- b. How your approach is innovative, and why it will be successful;
- c. What the expected outcomes are, and how they will be measured.

Community Resources. Describe your strategy to secure previously untapped sources of private funds to build your program, including how you will use existing community resources including local election offices and local schools to implement your approach.

Program Participants. Describe the role(s) that both students and community volunteers will play in the project including the strategies you will use to recruit community volunteers.

3. Organizational Capacity

Program Management and Oversight. Describe the demonstrated experience and infrastructure your organization has to manage the program proposed in this application. Who are the key staff members responsible for program oversight? What past experience do key staff have in securing previously untapped sources of private funds? Detail the responsibilities of each key staff member.

Fiscal Oversight. Describe the demonstrated experience and infrastructure your organization has managing federal grants. What is your current overall organizational budget and what percentage of the budget would this grant represent? How will you ensure that the fiscal management is compliant with federal requirements? Who are the key staff members responsible for fiscal oversight? Detail the responsibilities of each key staff member.

Training and Technical Assistance. Describe your plans and your capacity to provide or secure needed training and technical assistance for this project.

Data Collection. Describe your plans and your capacity (current and anticipated) to implement and use self-assessments and continuous improvement systems to provide data and information on the success of the project.

4. Budget/Cost-Effectiveness

Budget and Program Design. Explain how the proposed program budget reflects the program's goals and design.

Program Sustainability. Describe how the program will work to sustain itself and its activities each of the two years of the grant period and beyond.

Cost Sharing Sources. Detail the amounts and sources for the proposed non-Federal cash match for the grant. Identify the amounts and sources of any other in-kind contributions to this project.

5. Authorization, Assurances, and Certifications.

Read the authorization, assurances, and certifications carefully and sign and return with your application.

6. Performance Measurements

EAC will hold each grantee accountable for achieving the approved performance measures during the period of the grant. Performance measures must cover both year one and year two of the performance period.

7. Budget

The budget should be sufficient to perform the tasks described in the proposal narrative for the entire grant period. Do not include amounts unexplained, miscellaneous, contingency costs, or unallowable expenses such as entertainment costs. Round all figures to the nearest dollar. Refer to the Federal cost principles at <http://www.whitehouse.gov/omb/circulars/index.html> for information on allowable costs in Federal grants.

Budget Categories are:

- a. Project Personnel Expenses
- b. Personnel Fringe Benefits
- c. Travel
- d. Equipment
- e. Supplies
- f. Contractual and Consultant Services
- g. Training
- h. Evaluation
- i. Other Support Costs
- j. Indirect Costs

C. Universal Identifier

Applications must include a Dun and Bradstreet Data Universal Numbering System (DUNS) number on the Standard Form 424. The DUNS number is an identifier that helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number does not replace your Employer Identification Number. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711 or by applying online at www.dnb.com.

The website indicates a 24-hour email turnaround time on requests for DUNS numbers; however, we suggest registering at least 30 days in advance of the application due date. Expedited DUNS numbers may be obtained by telephone at a cost of \$99 by calling the DUNS number request line. Applications without DUNS numbers or with invalid DUNS numbers are subject to potential rejection.

D. Submission Dates and Times

The deadline for receipt of applications is 5:00 p.m. Eastern Time on June 30, 2009.

Please submit an e-mail stating your *intent to apply* to mockelections@eac.gov by **5:00 p.m. Eastern Time June 10, 2009**. This notice of intent is not required, but helps us better plan the review of applications.

Your hard copy applications should be submitted via U.S. Postal Service, overnight carrier or hand delivery to the address below. Your applications must be received on the deadline by 5:00 p.m. Eastern Time. Please make sure your overnight carrier stamps the package with the date and time it was sent. Submit applications to:

U. S. Election Assistance Commission
1225 New York Avenue, N.W.
Suite 1100
Washington, DC 20005
Phone: (202) 566-3100
Fax (202) 566-3127
E-mail: mockelections@eac.gov.

Submit three unbound, single-sided paper applications. It is important that the electronic version on disk or CD be an exact duplicate of the paper original. If there are differences between the paper application and the disk or CD, we will use the disk or CD version.

Late applications: Applications received after the deadline date and time are considered late applications and, absent extreme circumstances to be determined by the Commission, will not be reviewed. EAC will notify each late applicant that its application will not be considered in the current competition.

Extension of deadlines: EAC may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur, or when there are widespread disruptions of mail

service. Determinations to extend or waive deadline requirements rest with the U.S. Election Assistance Commission. **If extended, the new deadline will be posted at www.eac.gov and at Grants.gov**

E. Intergovernmental Review

Applicants under this program are not subject to Executive Order 12372 “Intergovernmental Review of Federal Programs.”

F. Funding Restrictions

Grants under this program are subject to the applicable OMB Cost Principles (see 2 CFR part 220, 225 or 230; OMB Circulars A-122, A-87, A-21 (www.whitehouse.gov/OMB/circulars/)).

States must also comply with the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (“Common Rule,” 53 FR 8087, March 11, 1988).

V. Application Review Information

All proposals will be first submitted to a compliance review for eligibility. All applications in compliance with this *Notice* and the application instructions will be advanced for programmatic review. EAC staff will review all qualified proposals using the selection criteria described in Section II of this *Notice*. An outside peer review process may be used at EAC’s discretion, depending upon the number of applications received. During the staff review process, EAC staff may request additional supporting documentation from the applicant. EAC staff will also consider geographic representation and urban/rural composition of the applicants when making final funding decisions.

VI. Award Administration Information

A. Anticipated Announcement and Award Notices

EAC anticipates announcing selections in early September, 2009

The selected applicants will be approved to work with EAC staff to clarify and finalize their application prior to the grant award. During this negotiation period, any issues or questions identified during the review of your application must be satisfactorily resolved before a Notice of Grant Award (NGA) will be issued. Three copies of the agreement will be sent via surface mail. An authorized official for the grant recipient will need to sign and return two copies of the agreement to the address listed in the grant award. The agreement will also include the standard terms and conditions, general terms and conditions (if any) and special award conditions (if any) that are applicable.

To obtain grant funds, grantees will be required to submit SF 270, Request for Advance or Reimbursement to EAC.

B. Administrative and National Policy Requirements

The applicable regulations and other specific conditions are incorporated in the Notice of Grant Award (NGA). The NGA also incorporates your approved application and budget as

part of your binding commitments under this grant. The award recipient must comply with the following requirements:

1. Access for Persons with Disabilities. All grant recipients will ensure that all training and technical assistance services and resources including web sites are accessible to persons with disabilities, as required by law.

2. Code of Conduct. Entities that are subject to 45 CFR part 2543 are required to develop and maintain a written code of conduct (See Section 2543.42). The code of conduct must prohibit real and apparent conflicts of interest that may arise among employees, officers, or agents; prohibit the solicitation and acceptance of gifts or gratuities by your officers, employers and agents for personal benefit in excess of minimal value; and outline administrative and disciplinary actions available to remedy violations of such standards.

3. Financial Management Systems. Applicants selected for funding must provide documentation demonstrating that the applicant's financial management system satisfies the requirements in 45 CFR 2543.21(b). Applicants selected for funding must comply with the requirements of the Single Audit Act Amendments of 1996 (31 U.S.C.7501-07), if the applicant expended \$500,000 or more in federal awards in its most recent fiscal year. Documentation must include certification that the applicant maintains internal controls over federal awards, complies with applicable laws, regulations and contract or grant provisions, and prepares appropriate financial statements; or the most recent audit by the applicant's independent public accountant.

4. Use of Materials. To ensure that materials generated with EAC funding are available to the public and readily accessible to grantees and sub-grantees, EAC reserves a royalty-free, nonexclusive, and irrevocable right to obtain, use, modify, reproduce, publish, or disseminate publications and materials produced under the agreement, including data, and to authorize others to do so. The grantee must agree to make such publications and materials available to public, as identified by the EAC, at no cost or at the cost of reproduction through the EAC's clearing house. All materials developed by EAC grantees must be accessible to individuals with disabilities to the extent required by law.

C. Reports and Other Requirements

1. Performance Measurement and Accountability

EAC is committed to accountability and to measuring the performance of all of its grantees. The award recipient for this competition must identify the critical outcomes of their work, indicators of success in this work, and how progress can be judged or measured. The recipient will be required to report annually on agreed upon performance measures. EAC may also require an independent assessment of grantee performance.

2. Reporting Requirements

Progress reports. A progress report is due for the period ending December 31, 2009 on January 31, 2010. The report will include:

- Budget report for the completed budget period;

- 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; and

Financial Reports. Financial status reports (FSRs) must be submitted semi-annually with the first report due for the period ending 12/31/2009 on January 31, 2010. The reports are cumulative and must be submitted no later than 30 days after the close of each reporting period.

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 and consistent with the close-out requirements of EAC's Grants Office. The final report is due 90 days after the end of the agreement.

In lieu of the last semi-annual FSR, a final FSR must also be submitted. The final FSR is due 60 days after the end of the agreement.

Other data collection requirements

The award recipient must:

- a) Submit copies of all curricula, handouts, and other materials developed to EAC's Clearinghouse upon request
- b) As directed, use EAC's logo for materials produced.
- c) Meet as necessary with their cognizant grants officer, or other staff or consultants designated by EAC to review work plans and budgets, monitor progress, and exchange ideas and information concerning training and technical assistance.

VII. Agency Contacts

For further information or for a printed copy of this *Notice*, contact

Mark Abbott, Director, Division of Grants
 U. S. Election Assistance Commission
 1225 New York Avenue, N.W.
 Suite 1100
 Washington, DC 20005
 Phone: (202) 566-2166
 Fax (202) 566-3127
 E-mail: mockelections@eac.gov.

VIII. OTHER INFORMATION

Additional information about the U.S. Election Assistance Commission and its purpose can be found at www.eac.gov.

Dated: May 21, 2009

One technical assistance call has been scheduled to answer applicant questions about this competition as follows:

June 2, 2009

CALL DATE: June 2-2009 (Tuesday)

CALL TIME: **02:00 PM** EASTERN TIME

DURATION: 1 hr

DIAL-IN NUMBERS: 1-800-882-3610

PARTICIPANT PASSCODE: 8169395

LEADER: Mark Abbott

Public Burden Statement: The Paperwork Reduction Act of 1995 requires the EAC to inform all potential persons who are to respond to this collection of information that such persons are not required to respond unless it displays a currently valid OMB control number. (See 5 CFR 1320.5(b)(2)(i)). This collection is approved under OMB Control #: 4040-0004 (Expiration Date: 01/31/2010).