



U.S. ELECTION ASSISTANCE COMMISSION

DRAFT

HELP AMERICA VOTE COLLEGE PROGRAM

APPLICATION FOR CONSIDERATION

Instructions: Complete all sections of this Application Form that are applicable to the Help America Vote College Program(s) (HAVCP) you are applying for. Ensure that information entered in the application aligns with information in the budget worksheet. Upload this completed Application Form and the Budget Worksheet to Grants.gov by the deadline using the Attachments Form.

Section I	Applicant Information	Required for All
Section II	Executive Summary and Historically Underrepresented Groups	Required for All
Section III	HAVCP Poll Worker Grant Narrative	Required for Poll Worker Grant Applicants
Section IV	HAVCP Poll Worker Grant Performance Measures	Required for Poll Worker Grant Applicants
Section V	HAVCP Service Day Mini-Grant Narrative	Required for Service Day Mini-Grant Applicants
Section VI	HAVCP Service Day Mini-Grant Performance Measures	Required for Service Day Mini-Grant Applicants
Section VII	Budget Narrative	Required for All
Section VIII	Financial Capability	Required for All

Section I. Applicant Information

Entity Name:

Unique Entity Identification Number (UEI):

Primary Point of Contact

This individual will be contacted with requests for additional information as needed, in addition to receiving notice of an award being offered.

Name:

Title:

Email:

Phone:

Certifying Official

This individual will be responsible for reviewing and agreeing to the terms and conditions of HAVA and the EAC.

Name:

Title:

Email:

Phone:

Budget Representative

This individual will be responsible for responding to inquiries regarding the proposed budget and completed the required Federal Financial Reports.

Name:

Title:

Email:

Phone:

HAVCP Poll Worker Grant

Amount Requested:

Match Amount (*10% Minimum*):

HAVCP Service Day Mini-Grant

Amount Requested:

Match Amount (*10% Minimum*):

Section II. Executive Summary and Historically Underrepresented Groups

Executive Summary

In the space provided, please provide a brief description of how you plan to utilize HAVCP funds to support poll workers in your community. *Example: Sample University is applying for \$50,000 in Poll Worker Grant Program funds and \$5,000 in Service Day Mini-Grant funds to engage and train college poll workers in the county of Sample. Funds will be used to...*

Will your organization/institution/program engage historically underrepresented groups, as defined by the federal government, as poll workers?

Yes No

If yes, please describe below how your program will achieve this:

Section III. HAVCP Poll Worker Grant Narrative

Instructions: The narrative should be no more than five to seven paragraphs in length and describe how your organization plans to spend the HAVCP Poll Worker funds and required matching funds. The narrative should include the amount of your award and matching commitment, as well as the timeframe in which you plan to use the funds. The narrative should describe both immediate improvements/activities and longer-term activities leading up to the 2024 election and beyond.

In your narrative, explain how your program will encourage college students to assist state and local governments in the administration of elections by serving as nonpartisan poll workers or assistants and encourage jurisdictions to utilize these efforts. Be sure to include descriptions of planned partnerships and collaborations, as well as creative or innovative solutions your program will utilize to engage and train poll

workers.

For more guidance on what information to include and how your responses will be evaluated, refer to Section A of APPENDIX H. HAVCP Application Form Guidance (Application Evaluation Criteria) and/or APPENDIX D. Scoring Rubric.

Section IV. HAVCP Poll Worker Grant Performance Measures

Instructions: Grant recipients will be required to report on **at least three** performance measures: one required universal measure (PW-1) and two optional measures selected by the applicant. *See Section B of APPENDIX H. HAVCP Application Form Guidance for available performance measure options.*

Using the table below, indicate which performance measures your program will track. In the narrative box, describe how your program will work to achieve the identified target, including tracking mechanisms and timelines. If selecting more than 4 performance measures, attach an additional page to the application.

Number	Title	Estimated Target	Narrative
PW-1 (Required)	Total number of college student participants served.		

Section V. HAVCP Service Day Mini-Grant Narrative

Instructions: The narrative should be no more than three to five paragraphs in length and describe how your organization plans to spend the HAVCP Service Day funds and required matching funds. Be sure to indicate if you are requesting funding for activities related to both eligible service days outlined in the Application Kit or only one specific service day. The narrative should include the amount of your award and matching commitment and the timeframe in which you plan to use the funds.

In your narrative, explain how your program will encourage college students to assist state and local governments in the administration of elections by serving as nonpartisan poll workers or assistants and encourage jurisdictions to utilize these efforts. Be sure to include descriptions of planned partnerships and collaborations, as well as creative or innovative solutions your program will utilize to recruit and engage college poll workers.

For more guidance on what information to include and how your responses will be evaluated, refer to Section A of APPENDIX H. HAVCP Application Form Guidance (Application Evaluation Criteria) and APPENDIX D. (Scoring Rubric.)

Section VI. HAVCP Service Day Mini-Grant Performance Measures

Instructions: HAVCP Service Day grantees will be required to select **at minimum two** performance measures from a set of standardized performance measures, including one required performance measure (SD-1). *See Section C of APPENDIX H. HAVCP Application Form Guidance for available performance measure options.*

Using the table below, indicate which performance measures your program will track. In the narrative box, describe how your program will work to achieve the identified target, including tracking mechanisms and timelines. If selecting more than 3 performance measures, attach an additional page to the application.

Number	Title	Estimated Target	Narrative
SD-1 (Required)	Total number of college student participants served.		

Section VII Budget Narrative

Instructions: Budget narratives should accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. The budget narratives should be mathematically sound and correspond clearly with the information and figures provided in the Budget

Worksheet (APPENDIX C). As with the Budget Worksheet, the budget narrative should describe costs by year and indicate the source of matching funds for each budget category. *See Section D of APPENDIX H. HAVCP (Application Form Guidance) for more information on what types of expenses qualify for each budget category.*

For each budget category, include federal and non-federal: cost calculations, and justifications for the costs based on the proposed project needs.

If there are no anticipated costs for a category, please mark it as 'none' or 'N/A.'

Personnel

Fringe Benefits

Equipment

Supplies

Training

Contractual/Consultants

Travel

Other (Describe)

Indirect Costs

Section VIII Financial Capability

Award recipients are required to have financial management systems and internal controls that meet the requirements set out in 2 CFR 200.302. The financial management system of each non-Federal entity

must provide for the following:

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See § 200.303.

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt of federal funds and ensure payment methods minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the EAC recipient.

(7) Written procedures for determining the allowability of costs in accordance with subpart E of this part and the terms and conditions of the Federal award.

Does your entity meet all the above financial management requirements?

Yes No

If no, please explain:

Which of the following best describes your accounting system:

Manual Automated Combination of manual and automated

Is your entity currently labeled as 'High Risk' by a federal agency?

Yes No

In the space provided, briefly describe organization and personnel experience managing federal grants or similar financial agreements: