



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

NOTICE OF FEDERAL FUNDS AVAILABLE

OVERVIEW

Federal Agency Name:	U.S. Election Assistance Commission
Funding Opportunity Title:	2009 Help America Vote College Poll Worker Program (HAVCP)
Announcement Type:	Notice of Funds Availability
CFDA No.:	90.400
Application Deadline	July 16, 2009, 5:00 p.m. Eastern Time

Funding Opportunity Description

The U.S. Election Assistance Commission (EAC) announces the availability of \$750,000 in grant funds for a two-year award to recruit, train, and support college students to assist state and local governments in the administration of elections by serving as nonpartisan poll workers or assistants.

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.

Proposals should include a two-year project plan and a budget supporting activities 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. Additional funding to expand proposed 2010 activities in the second year of the grant may be awarded subject to availability of appropriated funds in FY 2010 and demonstrated progress toward approved performance measures.

2008 HAVCP grantees are eligible to apply only as re-competing grantees for funds to support new partnerships with university offices of disability and other disability support groups to develop innovative programs to recruit poll workers with disabilities and develop new training material that helps all poll workers create more receptive polling place environments on Election Day.

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.

This assistance is funded the by Omnibus Appropriations Act for Fiscal Year 2009 (Public Law 111-8), and authorized under the Help America Vote Act of 2002 (HAVA), Public Law (P.L.) 107-252, Title V, Help America Vote College Program (42 U.S.C. §§ 15521 - 15523).



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

Eligibility

Public and Private Institutions of higher education (including community colleges) and non-profits organizations.

2008 HAVCP grantees are eligible to apply only as re-competing grantees (see section I.A for details).

Submission Dates and Times

The deadline for applications is **5:00 p.m. Eastern Time on July 16, 2009**. Three 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, by June 19, 2009, to HAVACollegeProgram@eac.gov stating your organization's intent to apply. This notice of intent is not required, but helps us better plan the review of applications.

Applications must be sent by regular or express mail to the address provided in the *Notice* below. Applications submitted by fax or email will NOT be accepted.

On June 16, 2009 EAC will host a technical assistance teleconference to answer questions about this funding opportunity. Applicants are strongly encouraged to participate in the 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 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 poll workers, and teaching young people about election processes and the importance of civic responsibility.

For this competition, EAC seeks proposals from colleges (including community colleges), universities, and nonprofit organizations, which will assist the Commission in continuing the development and implementation of the Help America Vote College Program (College Program or HAVCP). EAC established the HAVCP in 2004, and through fiscal year 2008 has



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

distributed over \$1.6 million to colleges and nonprofits to recruit, train and support students serving as poll workers on Election Day.

The purpose of the HAVA College Poll Worker Program is to:

- 1) Encourage students enrolled at institutions of higher education (including community colleges) to assist State and local governments in the administration of elections by serving as poll workers or assistants;
- 2) Encourage college students to become cognizant of the elections process and civic education, and to assist in the smooth administration of elections in their community; and
- 3) Encourage state and local governments to use the services of the students participating in the program.

EAC is particularly interested in supporting programs that propose partnerships between various student and other university organizations and local election officials in order to garner college student interest in elections and create meaningful activities for students leading up to and on Election Day. Examples of allowable costs under this competition include, but are not limited to:

- 1) Salaries for Project Coordinators and assistants
- 2) Recruitment materials such as flyers, brochures, and t-shirts
- 3) Websites and social network strategies for marketing
- 4) Training materials
- 5) Community Volunteer recruitment and training
- 6) Travel expenses for students serving as poll workers on Election Day
- 7) Surveys and analysis of participation rates, reactions, and recommendations

EAC especially encourages applicants to propose development of curriculum, training guides, and best practices associated with both recruiting poll workers with disabilities and making polling places more welcoming to those with disabilities. EAC is also encouraging applicants to recruit student poll workers that speak foreign languages to help with language accessibility challenges in the polling place. Materials developed by grantees will be made widely available to other organizations prior to the 2010 election through the EAC clearinghouse and other distribution mechanisms.

Successful applicants will have proposals that reflect the realities of being a poll worker in their state/jurisdiction as poll worker eligibility and duties vary somewhat from state to state (See EAC's poll worker guide http://www.eac.gov/files/BPPollWorker/College_Guidebook.pdf). Poll workers may serve in a variety of capacities depending on the state or jurisdiction, including: serving as a voting equipment technician, helping with sign-in or identification checks of voters, greeting and directing voters, assisting with registration, assisting voters with disabilities, helping to conduct pre and post election equipment testing;, setting up and tearing



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
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down polling places, and counting and canvassing ballots. Some key points about poll worker requirements for applicants to consider are:

- Poll workers are required to attend training conducted by the local election jurisdiction prior to Election Day;
- Most training sessions occur in the month prior to Election Day and generally last, on average, two to three hours;
- Poll workers generally are required to be at polling locations to help set up prior to the opening of polls (sometimes before dawn), and should plan to stay at least 45 minutes after the close of polls on Election Day;
- In some jurisdictions, options to split a shift are available;
- College poll workers may be required to remain at the polling location the entire day on Election Day. It should also be noted that poll workers may be paid a stipend by the local election office both for attending training and for their service on Election Day. The stipends, paid by the election jurisdiction, vary widely [Note: Stipends may not be available for “poll assistants”]; and,
- Most states require that poll workers be registered voters in the state in which they serve; other states require that poll workers be registered voters in the county in which they serve. In some states, students may be exempt from registration requirements and may serve under various titles, such as assistant or interpreter.

All applicants must discuss the nature of their partnerships with education entities and local election offices in their proposals. Establishing these partnerships is a key element of a successful program. Successful applicants will have realistic, well-documented plans to partner with local election officials to ensure that college student poll workers will be used in a constructive and effective manner on Election Day. Plans can include use of community volunteers to help recruit and train college volunteers.

EAC is particularly interested in funding innovative outreach and communication strategies, including use of social media, for the recruitment and support of individuals traditionally underrepresented as poll workers, including ethnic and language minority groups.

EAC encourages both new and re-competing applicants to propose development of training guides and best practices associated with recruiting poll workers with disabilities and making polling places more welcoming to those with disabilities and those with limited or no English language proficiency.

All activities supported by this grant must be carried out without partisan bias or without promoting any particular point of view regarding any issue. A successful applicant will develop a proposal that prevents partisan or ideological bias.

Applicants should review and plan to use EAC-developed model college poll worker practices and procedures, including the EAC’s *Guidebook for Recruiting College Poll Workers* at



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

http://www.eac.gov/files/BPPollWorker/College_Guidebook.pdf. Grant recipients are strongly encouraged to use the EAC materials in the execution of their programs.

Applicants must propose a detailed two-year project plan and budget that proposes planning, recruiting, training and supporting poll workers for both the 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*. Given the limited planning time before the 2009 election, applicants may propose planning or scaled-down activities in the 2009 election cycle in preparation for larger initiatives in the 2010 election cycle.

Additional funding to expand proposed 2010 activities in the second year of the grant may be awarded subject to availability of appropriated funds in FY 2010, demonstrated progress toward approved performance measures, and EAC priorities. Guidance on how to apply for any additional funds appropriated in 2010 will be available in early 2010.

Re-competing Grantees: 2008 EAC college poll worker grantees are eligible to apply only as re-competing grantees for funds to support new partnerships with university disability and inclusion offices and other disability support groups to develop innovative programs to recruit poll workers with disabilities and develop new training material that helps all poll workers create more welcoming polling place environments on Election Day.

B. Performance Measures and Accountability

Applicants must propose yearly performance measures and targets that address the following measures:

1. Number of students that will be recruited and serve as poll workers;
2. Number of local voting jurisdictions or polling places with whom the applicant will partner;
3. Other measure(s) as identified by the applicant as evidence of the success of the initiative.

C. Authority

Support for the activities described in this *Notice* is authorized under Title V of the Help America Vote Act of 2002 (42 USC §§15521 - 15522). 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).



U.S. ELECTION ASSISTANCE COMMISSION
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II. Award Information

Funding Instrument Type: Competitive Grant

Anticipated Total Priority Area Funding: \$750,000 total (\$100,000 for re-competing grantees and \$650,000 for new applicants)

Anticipated Number of Awards: New: 10-15; Re-competing: 5-10

Ceiling Amount of Individual Awards: New: \$75,000; Re-competing: \$20,000

Floor on Individual Award Amounts: New: 40,000; Re-competing: \$10,000

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

A. Number of Awards and Award Amount

EAC plans to make approximately 15 to 25 awards under this *Notice*. Applications that propose a federal share of the budget outside of range will not be as competitive as applicants that fall within the prescribed range.

Note: 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 in the first year of the award. Additional funding to expand activities in 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 any additional funds in year two 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. Priority Consideration

All selection criteria and application quality being equal, EAC will give priority consideration to applicants from institutions and organizations that represent traditionally underrepresented groups for the purpose of recruiting and supporting individuals that are often underrepresented as poll workers. Groups include, but are not limited to:

1. Historically Black Colleges and Universities
2. Historically Hispanic Colleges and Universities
3. Tribal Colleges and Universities
4. University Disability and Inclusion Offices



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
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E. 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. Applications that propose voter registration or GOTV efforts will be considered non-responsive and will not be eligible for funding under this announcement.

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

Applicants that have AmeriCorps or other Corporation for National and Community Service (CNCS) grants should check with their CNCS program officer before applying for funds to carry-out activities approved under this grant competition.

Pre-award costs can be requested by applicants approved for funding under this Notice, but are subject to approval from EAC per Office of Management and Budget guidelines.

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.

Current and previous EAC grantees must be up-to-date on all reporting requirements in order to receive an award under this competition.

Special note on allowable costs: T-shirts are popular giveaway items for college students. The cost of t-shirts are unallowable if they are simply a promotional item, as are memorabilia, including gifts, and souvenirs. However, t-shirts that are given to students to wear to advertise the poll worker program are an allowable expense. For example, t-shirts purchased in September for students to wear them every Tuesday through the general election while providing answers to other student's questions would be acceptable. The cost of food is only allowable if it is for meals while on travel or at a conference or meeting where technical information is disseminated. This means that a grantee cannot use grant funds to buy candy bars, put "be a poll worker" stickers on them and distribute them in the student center, or to buy food for a post election night party for the poll workers in the program. But a grantee may use grant funds to pay for meals or snacks during a poll worker training session. Alcohol is not a permitted expense.



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
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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 efforts to increase the number of college poll workers;
- d) The extent to which the proposed program takes into account information found in EAC's *Guidebook for Recruiting College Poll Workers*:
http://www.eac.gov/files/BPPollWorker/College_Guidebook.pdf; and,
- e) The scope of the project including the number of targeted college poll workers.

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 federal grants experience;
- c) Experience with managing volunteer recruitment efforts including experience working with handicapped populations, as appropriate for the proposed program model; and,
- 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;
- b) Clarity and completeness of the budget and budget narrative; and,
- c) Cost sharing identified by the applicant.

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



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
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III. Eligibility Information

A. Eligible Applicants

This competition is open to state-controlled institutions of higher education, private institutions of higher education, community colleges, and nonprofit organizations. All applications that are developed jointly by more than one agency or organization must identify only one organization as the lead organization and the official applicant.

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 received an EAC College Poll Worker Grant for FY 2008 are eligible to apply only as re-competing grantees. Re-competing applicants should be clearly identified as such at the application narrative.

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 may be viewed at <http://www.grants.gov>.

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

B. Submission Dates and Times

The deadline for receipt of applications is 5:00 p.m. Eastern Time on Thursday, July 16, 2009.

Please submit an e-mail stating your *intent to apply* to HAVACollegeProgram@eac.gov by **5:00 p.m. Eastern Time June 19, 2009**. This notice of intent is not required but helps EAC better plan the review of applications.

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. Submit applications to:

U. S. Election Assistance Commission
2009 HAVA College Poll Worker Program
1225 New York Avenue, N.W.
Suite 1100
Washington, DC 20005
Phone: (202) 566-3100



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
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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 the 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 www.grants.gov.**

C. 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 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 17,000 characters (approximately 10 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 Core Face sheet
 - 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 – 17,000 characters)
 - a. Program Design
 - b. Organizational Capacity

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.



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

- 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.

Should there be any inconsistency between this *Notice* and the application content 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 address.

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 state and local election offices 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 participants.

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 does key staff have in securing previously untapped sources of private funds? Detail the responsibilities of each key staff member.



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

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 capacity to provide or secure needed training and technical assistance for this project.

Data Collection. Describe your plans and 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 any proposed non-Federal cash matching funds 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 unexplained amounts, 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



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

- d. Equipment
- e. Supplies
- f. Contractual and Consultant Services
- g. Training
- h. Evaluation
- i. Other Support Costs
- j. Indirect Costs

D. 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.

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, or 230; OMB Circulars A-122, A-21 (www.whitehouse.gov/OMB/circulars/)).

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. During the staff review process, EAC staff may request additional supporting documentation from the applicant. EAC staff will also consider geographic and urban/rural representation of the applicants and any underrepresented groups that will be served when making final funding decisions.

VI. Award Administration Information

A. Anticipated Announcement and Award Notices

EAC anticipates announcing selections in mid-September 2009.



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
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EAC staff will work with the selected applicants to clarify and finalize their application prior to the grant award. During this negotiation period, any issues or questions identified during the review of the 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 must 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. Financial Management Systems.** 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.
- 3. 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 the public, as identified by EAC, at no cost or at the cost of reproduction through the EAC's clearinghouse. 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



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
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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.

Financial Reports. Financial status reports (FSRs) must be submitted semi-annually with the first report due for the period ending December 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.

3. 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 the 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.



U.S. ELECTION ASSISTANCE COMMISSION
1225 New York Ave. NW – Suite 1100
Washington, DC 20005

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: HAVACollegeProgram@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 29, 2009

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

June 16, 2009

CALL DATE: June 16-2009 (Tuesday)
CALL TIME: **02:00 PM** EASTERN TIME
DURATION: 1 hr
DIAL-IN NUMBERS: 1-800-882-3610
PARTICIPANT PASSCODE: 4193525
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).