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:	2010 Help America Vote Act College Poll Worker Program (HAVCP)
Announcement Type:	Notice of Funds Availability
CFDA No.:	90.400
Application Deadline:	Wednesday, March 31, 2010, 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 three-year awards 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 one-year project plan and a budget supporting activities for the 2010 election cycle. EAC will make three-year grant awards with funds available for the first year of operation. Funding in year's two and three is subject to availability of appropriated funds and substantial progress towards agreed upon performance measures.

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 under the Consolidated Appropriations Act for Fiscal Year 2010 (Public Law 111-117), 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).

Eligibility
Public and Private Institutions of higher education (including community colleges) and nonprofit organizations working in partnership with state and local election offices.

2009 HAVCP grantees are only eligible for funding as 'Continuation' applicants and can only apply for funding under Section 1.B. below.

Submission Dates and Times
The deadline for receipt of applications is **5:00 p.m. Eastern Time on Wednesday, March 31, 2010**. 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 **March 12, 2010,** stating your organization's intent to apply (HAVACollegeProgram@eac.gov). 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.

EAC will accept applications submitted via e-mail by the 5 p.m. deadline on **Wednesday, March 31, 2010**. The application must be time stamped by EAC by the deadline and include the entire application in one e-mail with one or more attachments. The document must be a Microsoft Word document or in PDF format. Submit applications to HAVACollegeProgram@eac.gov.

Applications submitted by fax will NOT be accepted.

On Wednesday, March 10, 2010, 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 (HAVA) of 2002. 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 2010 EAC will administer several grant programs designed to promote improvements to the administration of elections for federal office and increase awareness 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 to assist EAC in implementing the Help America Vote College Program (College Program or HAVCP). EAC established the HAVCP in 2004, and through fiscal year 2009 has distributed over $2.3 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 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 assist with language accessibility challenges at the polling place. Materials developed by grantees will be made widely available to other organizations 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 at: 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 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 successful partnerships is a key element of a quality program. Successful applicants will have realistic, well-documented and substantiated 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, communication and training strategies, including use of social media and on-line training for the recruitment, training and support of college poll workers. EAC especially encourages applicants to focus on recruitment and use of individuals traditionally underrepresented as poll workers, including ethnic and language minority groups.

New applicants with existing college poll worker programs must propose to use funds for new activities and demonstrate how federal funds will increase the reach and

effectiveness of their programs, including increasing the number of students serving as poll workers and the type and quality of student activities running up to the election.

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 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 one-year project plan and budget that proposes planning, recruiting, training and supporting poll workers for the 2010 election cycle. The plan should address the above goals and show how the applicant will meet the performance measures requirements outlined in Section I.C. of this *Notice*.

EAC will publish continuation application instructions and funding levels for successful 2010 applicants for years two and three of the grant once funding levels for the program are known. EAC is currently planning to provide minimal support for planning activities in 2011 and additional operational support for the 2012 election cycle to for successful 2010 applicants.

B. Funds for Training Material Development and Dissemination

Applicants may request additional funding for the production and dissemination of high quality video and other customized training materials such as web-based training software and tools that support recruitment, training and utilization of college poll workers. Supplemental funding of up to $30,000 for these activities is available in addition to funding parameters discussed in Section II below. Material developed under this section of the *Notice* should have wide applicability for other universities and election offices seeking to recruit college students as poll workers.

Applicants must provide description of products to be developed and show evidence of partners or project staff experienced in developing this type of material. Applicants must identify in their narrative that they are planning to apply for funding for these activities.

Special Note: This is the only area of funding open to 2009 HAVCP grantees. 2009 grantees must mark their applications as a 'Continuation' application on the SF-424 form and submit a budget and program narrative that describes how funds will be used to build upon material already created by the program for wider distribution and use. Approximately three continuation awards will be funded under this category.

C. 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.

D. 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 Consolidated Appropriations Act for Fiscal Year 2010 (PL 111-117).

II. Award Information

Funding Instrument Type: Competitive Grant

Anticipated Total Priority Area Funding: $750,000

Anticipated Number of New Awards: 10-15

Maximum Award Amount: $65,000

Minimum Award Amounts: $30,000

Supplemental Funds for training material development and dissemination, for all applicants (including 2009 HAVCP Recipients): up to $30,000.

Grant Period: up to 36 months, with funding for the first year of operation.

Applications that propose a federal share of the budget outside of the suggested range will not be as competitive as applicants that fall within the prescribed range. 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.*

A. Number of Awards and Award Amount

EAC plans to make approximately 10 to 15 new awards and approximately five supplemental awards for additional training material development under this *Notice*.

EAC reserves the right to change the amounts, numbers of awards, and grant period of the awards made under this competition.

 Note: EAC is not restricted to these projections and may deviate from the number of awards and amounts stated in this *Notice* at its sole discretion.

B. Funding Instrument, Award Period and Future Funding
Successful applicants will receive a three-year grant, with operating funds for the first year of operation. Funds for years two and three are subject to funds availability and substantive progress towards agreed upon performance measures. Funding levels and instructions on how to apply for years two and three funds as a 'Continuation' applicant, will be available in the future.

C. Priority Consideration
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. Applicants in this category 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

D. Other Requirements/Limitations
Applicants may not use any part of an award from the EAC to fund religious instruction, worship or proselytizing, 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 should reserve approximately $1,200 of federal funds in the travel line item of the budget to attend a national grantee meeting to be held by the EAC in 2011 to share best practices and lessons learned about recruiting college poll workers.

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 students' 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.

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 one-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) Relevant 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; and
   b) Clarity and completeness of the budget and budget narrative.

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 in partnership with either state or local election offices. 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.

2009 HAVCP Grantees: Organizations that received an EAC College Poll Worker Grant for FY 2009 must apply as a 'Continuation' applicant and are only eligible <u>to apply for funds under Section I.B. of this *Notice* (Funds for Training Material Development and Dissemination).</u>

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 Wednesday, March 31, 2010.

Please submit an e-mail stating your *intent to apply* to HAVACollegeProgram@eac.gov by **5:00 p.m. Eastern Time, Friday, March 12, 2010**. 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) 566-3124

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.

EAC will also accept applications submitted via e-mail by the 5 p.m. deadline on **Wednesday, March 31, 2010**. Email applications must be time stamped by the EAC by the deadline and include the entire application with one or more attachments in one e-mail. The document must be a Microsoft Word document or in PDF format. Submit applications to **HAVACollegeProgram@eac.gov@eac.gov**.

Applications submitted by fax will not be accepted.

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 a one-year project period.

Note: No additional information beyond what is requested in this section will be accepted with this application. Letters of support as evidence of partnerships are not allowed 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.

Applications that are incomplete or exceed the mandatory character count limitations will be found ineligible and will not be reviewed for this competition.

The application consists of the following components in the following order:
1. Standard Form 424 Core Facesheet
2. Budget Information—Non-Construction Programs (SF 424A, REV 4-92)
3. Budget Narrative—detailed description of budget items found in SF 424 A (Not a Form)
4. Assurances—Non-Construction Programs (SF 424B, REV 4-92)
5. Executive Summary Narrative (maximum length – 1,800 characters[1])
6. Narratives: (maximum length for combined narratives – 15,000 characters)
    a. Program Design
    b. Organizational Capacity
    c. Budget/Cost Effectiveness
7. Certification on Lobbying
    http://www.eac.gov/program-areas/grants/certification-regarding-lobbying/

All Federal application 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 as it relates to your proposal. 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;

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[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.

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.

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 during the year 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. Cost share is not required for this grant competition.

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 the year of the grant implementation.

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
    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 may also consider geographic representation, urban/rural composition of the applicants, and other criteria when making final funding decisions.

VI. Award Administration Information

A. Anticipated Announcement and Award Notices

EAC anticipates announcing selections in late May 2010.

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. 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 at no cost or at the cost of reproduction through the EAC's clearinghouse. All materials developed with EAC funds by 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 Report. Annual reports are due 30 days after the period ending December 31. The reports must 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;
- Achievements as related to performance measurements;
- Discussion of any problems observed or experienced and solutions implemented.

Financial Reports. Federal Financial Report SF-425 (FFR) must be submitted annually for the period ending September 30 by October 31. A final FFR is due 30 days after the close of the grant.

3. Other data collection requirements

The award recipient must:
a) Submit copies of all curricula, handouts, and other materials developed to EAC's Clearinghouse.
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.

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
 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: February 17, 2010

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

CALL DATE: **March 10, 2010**
CALL TIME: **02:00 PM EASTERN TIME**
DURATION: **1 hr and 30 mins**
EVENT NUMBER: **667-621-403**
PARTICIPANT PASSCODE: **poll**
CALL-IN TOLL-FREE NUMBER (US/CANADA): **866-699-3239**
CALL-IN TOLL NUMBER (US/CANADA): **1-408-792-6300**
OPTIONAL WEBINAR ADDRESS FOR ATTENDEES:
https://eacevents.webex.com/eacevents/onstage/g.php?d=667621403&t=a

To Start Online Event Instructions:
At least 30 minutes before the starting time:
1. Go to https://eacevents.webex.com/eacevents/onstage/g.php?d=667621403&t=h
2. Log in to your host account if you have not yet done so.
3. On the Event Information page that appears, click "Start Now".

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: 01/31/2011).