



DEBRA BOWEN | SECRETARY OF STATE | STATE OF CALIFORNIA
MANAGEMENT SERVICES | CONTRACT SERVICES
1500 11th Street, Room 460 | Sacramento, CA 95814 | Tel (916) 653-5974 | Fax (916) 653-8324 | www.sos.ca.gov

**REQUEST FOR APPLICATION
VOTE GRANT PROGRAM
RFA #10-018**

January 4, 2011

You are invited to review and respond to this Request for Application, entitled 10-018 – VOTE Grant Program. In submitting your application, you must comply with the instructions detailed within this Request for Application.

The Voting Access for Individuals with Disabilities (VOTE) Grant Program Request for Application is being issued in accordance with the requirements of Title II, Subtitle D, Part 2 Section 261 of the Help America Vote Act (42 U.S.C. 15461). Please note, this grant was previously entitled Elections Assistance for Individuals with Disabilities (EAID).

Those counties awarded VOTE Grants, under the Secretary of State's previous Request for Application (RFA) # 08-021 or RFA # 09-014 are prohibited from applying to, and are not eligible to receive funding from, this RFA, 10-018– VOTE Grant Program.

Note that all grant agreements entered into with the State of California will include by reference General Terms and Conditions (610) that may be viewed and downloaded at Internet site www.ols.dgs.ca.gov/Standard%20Language/default.htm. If you do not have Internet access, a hard copy can be provided by contacting the person listed below. Additionally, all grant agreements awarded in accordance with this Request for Application will include Grant Agreement Additional Provisions specific to these grants, which may be viewed and downloaded to Internet site www.sos.ca.gov/elections/hava/vote-grant-rfa-contract-provisions.pdf.

In the opinion of Secretary of State, this Request for Application is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFA is:

Contract Services
Secretary of State
(916) 653-5974
ContractServices@sos.ca.gov

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

**Voting Access for Individuals with Disabilities (VOTE)
Grant Program Request for Application**

1. Introduction

The California Secretary of State has been awarded grant funds from the United States Department of Health and Human Services, Administration for Children and Families, Administration on Developmental Disabilities, Voting Access for Individuals with Disabilities (VOTE) under Section 261 of the Help America Vote Act (HAVA). These funds provide for improving accessibility to and participation in the elections process for individuals with the full range of disabilities. As California's Chief Elections Officer, the Secretary of State (SOS) will oversee the VOTE grant process to distribute funds to counties.

a. VOTE Grant Program

The California SOS has developed the VOTE Grant Program and is distributing this Request for Application (RFA) to County Elections Officials. The SOS invites County Elections Officials to submit their applications to improve accessibility and participation for individuals with the full range of disabilities. The VOTE Grant Program is a **competitive** process. County Elections Officials can only submit one application for their respective county.

Please note, any county awarded VOTE Grants, under the Secretary of State's previous Request for Application (RFA) # 08-021 or RFA #09-014 are prohibited from applying to this RFA, 10-018– VOTE Grant Program as they are not eligible for award under this RFA.

The requirements for the VOTE Grant Program set forth below must be followed. All funding and expenditures are subject to state and federal audit requirements.

b. Use of Grant Funds

Grant funds must be used for one or more of the following activities/categories:

1. Assessing Accessibility - Make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with disabilities.
2. Equipment & Activities to Improve Accessibility - Provide the same opportunity for access and participation (including privacy and independence) to individuals with disabilities as for other voters.

3. Training Materials and Programs - Train elections officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with disabilities.
4. Educational and Informational Materials - Provide individuals with disabilities with information about the accessibility of polling places.

The applicant is required to prepare an Accessibility Program Plan (Attachment B) that describes the proposed use of grant funds in one or more of the four categories above, timelines for completion and detailed cost for each activity within each associated category.

Disability Advocacy Organization Involvement

The applicant is encouraged to work with and get the endorsement and support of one or more Disability Advocacy Organizations in their county. For purposes of this application, the SOS defines a Disability Advocacy Organization as: (1) either a local non-profit, (501(c)3) organization or a local satellite of a statewide or national non-profit (501(c)3) organization, which (2) must have experience representing the constituency to be served by the plan or program.

Reimbursable and Non-Reimbursable Items

Funding will be granted for items approved for reimbursement under the terms of the final contract. The contract will include a List of Reimbursable and Unreimbursable Items (Attachment D). Applicants should thoroughly review this list and select and include in their plans only those items approved for reimbursement.

c. Maximum Amount of Application

County Elections Officials can apply for a maximum amount of \$250,000. The SOS reserves the right to adjust the amount awarded below the amount applied for and therefore, not every county may receive the maximum amount they apply for.

2. Application Submission Requirements and Information

a. Key Dates

Event	Date
Release of RFA	January 4, 2011
Deadline to Submit Written Questions	February 1, 2011
SOS Responses to Written Questions	February 14, 2011
Submission Due Date for Applications	March 1, 2011 4:00pm
Anticipated Notice of Award Date	April 1, 2011
Anticipated Grant Start Date	May 1, 2011
Anticipated Grant End Date	March 31, 2013

b. Written Questions

Applicants may submit written questions, via email, fax or mail to the following:

E-mail: ContractServices@sos.ca.gov

Fax: (916) 653-8324

Mail, hand delivery, or express mail:

Attn: Contract Services
Secretary of State
1500 11th Street, Room 460
Sacramento, CA 95814

All questions shall be clearly identified and marked "Questions Relating to RFA #10-018."

To ensure a response prior to the submission of the Applications, questions must be received in writing by February 1, 2011. The listing of Questions and Answers will be posted on February 14, 2011 on the Secretary of State's website www.sos.ca.gov.

c. Submission of Application

1. The application, including all required documents must be received by **March 1, 2011, 4:00 p.m.** Applications must be submitted in a sealed envelope that is plainly marked with the RFA number and title, and must be marked with "DO NOT OPEN", as shown in the following example:

**RFA #10-018 – VOTE Grant Program
SECRETARY OF STATE
CONTRACT SERVICES
1500 11th STREET, ROOM 460
SACRAMENTO, CA 95814**

DO NOT OPEN

Applications not submitted under sealed cover and marked as indicated will be deemed non-responsive and will be rejected.

Applications received after the date and time listed above will be deemed non-responsive and will be rejected.

2. Mail or hand deliver the sealed envelope containing your applications to the following address:

Secretary of State
Contract Services
1500 11th Street Room 460
Sacramento, CA 95814

3. Applications may not be sent via fax or email. Applications sent via fax or e-mail will be deemed non-responsive and will be rejected.
4. Each applicant (County Elections Official) may submit only one application. In the event a County submits more than one application, **all** applications for the County will be rejected.
5. All applications shall include the documents identified in Section g, Required Attachment Checklist (see page 7). Proposals not including the proper "required attachments" shall be deemed non-responsive and will be rejected. A non-responsive proposal is one that does not meet the basic proposal requirements.
6. An application may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all applications and may waive any immaterial deviation in an application. The State's waiver of immaterial deviation shall in no way modify the RFA document or excuse the County from full compliance with all requirements if awarded the grant.
7. The SOS may modify the RFA prior to the submission of application by the issuance of an addendum to all parties who received a RFA package.
8. The SOS reserves the right to reject all applications. The SOS is not required to award a grant.

d. Requirements – VOTE Grant Program Application

The applicant must complete the following attached documents. The documents are required to be submitted together by the application deadline identified above. In the event an application lacks the required

documents listed below or the documents are incomplete the application will be deemed non-responsive and will be rejected:

Attachment A Applicant Information Sheet: Applicant contact information.

Attachment B Accessibility Program Plan: The applicant shall include a clear and concise, detailed descriptive Accessibility Program Plan. Describe the proposed use(s) of grant funds in one or more of the four categories, timeline(s) for completion, persons responsible for implementation of each activity or phase(s) of an activity, and detailed cost(s) associated with each activity within each category.

Example:

Category 1

Description of Activity/Item A	\$250
Description of Activity/Item B	\$200
Description of Activity/Item C	\$50

Total for Category 1 \$500

The Accessibility Program Plan must provide clear and concise descriptions, be in Arial 12 point type, and may not exceed a total of five pages, which includes cover page, table of contents, exhibits, etc.

Attachment C Certification signed by the County Elections Official: Applicant must certify that grant funds will only be used for improving accessibility and participation by individuals with the full range of disabilities and agree to provide, upon request of grantor, receipts and such other records of expenditures that demonstrate allowed use of funds.

e. Review of Applications and Grant Award Process

Each Application will be checked for the presence or absence of required information in conformance with the submission requirements of this RFA. The California SOS VOTE Grant Application Review Committee, which will be comprised entirely of members of the SOS staff, will review and evaluate the applications to determine which Grants will be awarded. Upon award a Notice of Grant Award and contracts will be distributed to County Elections Officials shortly after the Anticipated Award Date of April 1, 2011.

f. Reporting of Grant Funds Received

All County Elections Official's that execute contracts are required to submit invoices to the SOS for reimbursement of funds expended in the course of this program. All expenditures must be specified and well documented.

g. Application Checklist

Make sure your response includes the following completed forms:

- Attachment A – Applicant Information Sheet
- Attachment B – Accessibility Program Plan
- Attachment C – Certification by County Election Official

The application, including all required documents or attachments listed above, must be received in a sealed envelope and sent to the Secretary of State by the dates and times shown in Section 2c, Submission of Application, Item 1.



**ATTACHMENT A
RFA #10-018**

**VOTE Grant Program
Applicant Information Sheet**

Name of County: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Disability Advocacy Organization Information (County is encouraged, but not required, to work with a Disability Advocacy Organization):

Name of Disability Advocacy Organization: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Contact Person: _____

Fiscal Contact Person's Information:

Name: _____ Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

County Vote Grant Contact Person's Information:

Name: _____ Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____



ATTACHMENT B
RFA #10-018

VOTE Grant Program
Accessibility Program Plan

Applicant is required to complete a detailed and descriptive Accessibility Program Plan. The Accessibility Program Plan must provide clear and concise descriptions, be in Arial 12 point type, and may not exceed a total of five pages, which includes cover page, table of contents, exhibits, etc. Please be sure your Accessibility Program Plan answers the following questions:

1. What specific activities to improve access to voting or voting information and materials do you intend to make?
2. Why are these activities and improvements necessary? What accessibility problems exist in your county?
3. How did you assess the need for specific activities and/or improvements in your county?
4. How will these activities and improvements mitigate existing conditions and help people with disabilities have equal access to voting and voting materials?
5. Who do you propose will do the work? Please give the title, job duties, experience or qualifications of each county staff member or person tasked for each activity or improvement.
6. If a contractor will be employed for the purpose of executing a specific activity or improvement, what experience or qualifications will the contractor possess to execute the proposed activity or improvement?
7. What is the total amount of money requested?
8. What is the detailed cost associated with each activity within each category?

Example:

Category 1

Description of Activity/Item A	\$250
Description of Activity/Item B	\$200
Description of Activity/Item C	\$50
 Total for Category 1	 \$500

9. What is your timeline for completion?
10. What have you done in the last five years to improve polling place accessibility in your county?
11. What percentage of your operating budget have you dedicated to accessibility and why? Please list any limitations or restrictions.



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ATTACHMENT C
RFA #10-018

VOTE Grant Program
Certification

I certify that grant funds will be used only for improving accessibility and participation by people with disabilities and agree to provide to the grantor or the grantor's designee, receipts and such other records of expenditures that demonstrate allowed use of funds.

Signature (County Elections Official or Authorized Signatory)

Date

Printed Name (County Elections Official)

Name of County



ATTACHMENT D RFA #10-018

VOTE Grant Program

List of Reimbursable and Unreimbursable Items and Procedures

Items Specifically Approved for Reimbursement

Items or procedures included on the following lists are presumed to be reimbursable, provided their intended use is consistent with one of the four General Uses set forth in the Request for Application. The county may perform activities identified as approved for reimbursement, or may contract for the performance of the activities. The Secretary of State shall be the sole determiner of whether expenditure is consistent with one of the four General Uses set forth in the Request for Application. The Secretary of State will reimburse for the following items or activities, including taxes on purchased goods:

a. Assessing Accessibility

- 1) Tools to measure slope;
- 2) Tools to measure width, turning area, etc;
- 3) Tools to modify voting booths;
- 4) Calculator;
- 5) Survey kits;
- 6) Clipboards;
- 7) Tape measures;
- 8) Polling Place Inspectors/Surveyors;
- 9) Camera;
- 10) Door pressure gauge.

b. Equipment and Activities to Improve Accessibility

- 1) New accessible voting booths;
- 2) Retrofitting voting booths;
- 3) Retrofitting polling places (for public buildings only and must be a regularly used polling place)
- 4) Adapter "kits" or other materials to make a voting station accessible;
- 5) Signage (parking, directional, entrance, etc.);
- 6) Table to provide accessibility;
- 7) Chair (for seated voting);
- 8) Supports for accessibility signage;
- 9) Device/System to alert poll workers that a voter is at the curb, door, or otherwise needs assistance;
- 10) Doorstops;

- 11) Lighting;
- 12) Low-vision pens;
- 13) Magnifying devices;
- 14) Mats or other materials to make the path of travel accessible;
- 15) Pen grips;
- 16) Temporary ramps (if wheel guides not included, may purchase wheel guides separately);
- 17) Temporary handrails;
- 18) Permanent handrails;
- 19) Threshold covers or mats;
- 20) Traffic cones or other materials to make parking temporarily accessible for voting;
- 21) Wedges;
- 22) Audio translations (of voter education materials only);
- 23) Consultants, contractors, or accessibility experts to improve polling place accessibility;
- 24) Equipment for CD/DVD duplication;
- 25) Accessibility web site development costs;
- 26) Improving accessibility of web site.

c. Training Materials and Programs

- 1) Development, production, translation, and transcription into Braille of manuals, programs, posters, brochures, and other printed materials for training of poll workers or polling place inspectors;
- 2) Development, production, translation of video/DVD training materials;
- 3) Equipment necessary to use videos/DVDs in training of poll workers or polling place inspectors;
- 4) Stipends to compensate a trainer to train county poll worker trainers on issues specific to accessibility;
- 5) Poll worker training that is specific to accessibility and in addition to pre-existing training, or a modification/improvement of pre-existing training;
- 6) Disability or accessibility experts to make presentations at poll worker trainings.

d. Educational and Informational Materials

- 1) Development, production, translation, and transcription into Braille or into audio or CD/DVD format, of printed materials to educate or inform voters concerning polling place and voting accessibility;
- 2) Public advertising of information on accessibility of polling places and voting;
- 3) Mailers to disseminate information on services for persons with disabilities;

- 4) Translation of existing materials related to accessibility into required languages;
- 5) Reformatting and re-printing materials into "large-type";
- 6) Readability analysis to simplify informational or instructional materials;
- 7) Development of accessibility materials for county web site, or construction of a county web site for the purpose of providing information to the public on accessibility, if one does not already exist or making a current site accessible.

Items Presumed to be Unreimbursable:

The following is a partial list of items presumed to be unreimbursable and not inclusive of all items that are unreimbursable. The list is provided only for the purpose of providing guidance. The Secretary of State shall be the sole determiner of whether an expenditure is unreimbursable.

- 1) Administrative costs;
- 2) Batteries;
- 3) Blackberries (hand held computers);
- 4) Braille business cards;
- 5) Cable TV;
- 6) Cassette players;
- 7) Cassette tapes (except those used for voter education);
- 8) Catering;
- 9) Computers;
- 10) Other office equipment, including but not limited to fax machines and copiers, unless prior approval has been obtained from the granting agency;
- 11) Office supplies, including but not limited to paper, pens and post-it notes;
- 12) Concrete paving for parking lots and spaces;
- 13) Concrete ramps;
- 14) DREs /other voting equipment (can be purchased with other HAVA funds);
- 15) Emergency exit signs;
- 16) Facility rental;
- 17) Permanent modifications or improvements to private or non-governmental structures, including, but not limited to private residences and places of worship;
- 18) Food;
- 19) Gas (except travel reimbursements for purposes listed in footnote)¹;

¹Travel reimbursements for election officials performing accessibility assessments, for consultants advising election officials on accessibility issues, poll worker training, or voter education, for trainers conducting poll workers training or voter education or outreach activities.

- 20) Gift bags, pins, buttons, shirts or other promotional items for poll workers, voters or County staff;
- 21) Invitations;
- 22) Laptops;
- 23) Light bulbs;
- 24) Modifications to mobile voter education vehicle, unless that vehicle is used as a polling place;
- 25) Parking fees (except travel reimbursements for purposes listed in footnote)¹;
- 26) Parking lot improvements;
- 27) Photographers;
- 28) Scanners;
- 29) Staff salaries of County employees not conducting one of the activities allowable in this Agreement;
- 30) Trailers;
- 31) Transportation to polling sites;
- 32) Vehicles – purchase, rental, or operating expenses (except rental vehicles used for purposes listed in footnote¹ on previous page.)