

**State of Vermont  
Office of the Secretary of State**

**Request for Proposals**

**Election Assistance for Individuals with Disabilities Program  
(EAID)**

**INTRODUCTION**

The Help America Vote Act (HAVA) was signed on October 29, 2002 to improve the administration of elections in the United States. It includes a grant program to help ensure that individuals with disabilities have access to polling places and may vote privately and independently. (Public Law 107 – 252 Title II subtitle D, part 2, section 261) As Vermont's chief election official, the Secretary of State will oversee the grant process.

**QUALIFIED BIDDERS/ELIGIBLE APPLICANTS**

Applications will be considered from individuals and from entities that are authorized to conduct business in Vermont. Eligible organizations include municipalities, public or private for-profit or non-profit organizations, particularly those that serve individuals with disabilities.

**MAXIMUM AMOUNT AVAILABLE**

There are four separate and distinct activities to be funded. \$25,000 is available for each activity, although the Secretary of State reserves the right to spend more or less in a particular activity area depending on the grant applications received and her assessment of how to best meet the goals of the grant program and the needs of Vermonters with disabilities. Some money will be spent in each program area.

It is expected that multiple grants will be awarded for each activity. Applicants are therefore encouraged to submit requests that do not exceed \$5,000 per activity. Applicants may apply for one activity or for any number of the four activities. Maximum amount requested cannot exceed \$15,000.

This program is entirely financed with Federal funds.

**FUNDING PERIOD**

Funds will be available from April 15, 2004 to November 30, 2004. All work must be completed by November 30, 2004.

**APPLICATION DEADLINE**

All proposals must be received no later than 4:30 p.m. on March 19, 2004. Applications received after that time will be considered at the discretion of the Secretary of State.

## **TIMELINE**

RFP Issued: February 18, 2004  
Applications Due: March 19, 2004  
Award Notification: March 26, 2004  
Grant Period: April 15, 2004 to November 30, 2004

## **SCOPE OF SERVICES REQUESTED**

The Election Assistance for Individuals with Disabilities program consists of four distinct activities. \$25,000 is available to support projects that meet each of these goals. An applicant may submit a proposal for a single activity, but may also submit a proposal that consolidates two or more activities (e.g. activities 2,3 and 4).

The four activities are as follows:

### **1. Polling Place Accessibility**

Vermont municipalities may apply to receive funds to ensure particular polling facilities are accessible to individuals with a full range of disabilities. This may include but is not limited to the path of travel, entrances, exits, and voting areas of each polling facility with activities such as paving parking areas, building ramps inside/outside buildings, building curb cuts, and replacing door knobs with lever handles. Grants may be awarded to individuals or organizations to assess the accessibility of polling places and to recommend steps to make the polling places fully accessible to voters with disabilities.

### **2. Ensuring Private and Independent Voting Opportunities**

Grants may be awarded to individuals or organizations to assess and to recommend steps to ensure that voters with disabilities have an opportunity to vote privately and independently. Grants may be awarded to assist municipalities in obtaining auxiliary aids or technology to permit individuals with a full range of disabilities to vote privately and independently.

### **3. Election Official Training**

Grants may be awarded for the development of written, audio and visual materials that will be used to train local and State election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with the full range of disabilities in elections for federal office. Grants will also be awarded to support the presentation of statewide election official training. Activities may include but are not limited to developing training manuals, videos, "train-the-trainer" models, and conducting onsite seminars for local election officials and poll workers.

### **4. Information for Voters with Disabilities**

Grants may be awarded for the development of written, audio and visual materials intended to provide individuals with the full range of disabilities with information about

the accessibility of polling places and to promote voting by these individuals. Activities may include but are not limited to using websites, brochures, newsletters, making public service announcements, arranging transportation to the polls, notifying the public of poll locations, developing outreach “tool kits”, and scheduling appearances by election officials.

## **EVALUATION CRITERIA**

Activity 1, Polling Place Accessibility will be rated on how well the municipality demonstrates:

- The municipal need;
- Prior efforts to ensure accessibility; and/or
- The extent to which the proposal will enhance accessibility to individuals with disabilities.
- Ability to articulate a work plan and timeline which will accomplish the stated goals;
- Ability to provide a budget which is reasonable, realistic and appropriate for the services to be provided.

Activities 2, 3, and 4 will be rated on the applicant's:

- Ability to show the individual or organizational capacity to produce the required program and materials, including past experience in providing similar services;
- Ability to articulate a work plan and timeline which will accomplish the stated goals;
- Ability to provide a budget which is reasonable, realistic and appropriate for the services to be provided.

## **APPLICATION INSTRUCTIONS**

All proposals must be typewritten on one side of standard (8 ½” x 11”) unruled white paper. Statement of Work must not exceed five (5) pages. Completed proposals must be received at the Secretary of State's Office, address below, no later than 4:30 on March 19, 2004. Proposals received after that time will only be accepted for review with permission of the Secretary of State.

Applicants must submit one (1) original and four (4) copies to:

HAVA Proposal  
Office of the Secretary of State  
Redstone Building  
26 Terrace Street  
Montpelier, VT 05609

The contact for the RFP is William Dalton at (802)828-2175 or e-mail: [bdalton@sec.state.vt.us](mailto:bdalton@sec.state.vt.us) .

**Cover Sheet**  
**Election Assistance for Individuals with Disabilities (EAID)**

(Complete a separate Statement of Work for each activity. They may all be submitted under one cover sheet.)

**Name of Organization:**

**Address:**

**Phone:**

**Authorized Official:**

**Program Contact Person:**

**Phone:**

**e-mail:**

**Fiscal Officer/Business Manager:**

**Phone:**

**e-mail:**

Organization is applying for the following activities: (Place an "x" in the appropriate box(es) and fill in amount requested per activity.)

**1. Polling Place Accessibility**

**Amount Requested:**

**2. Private and Independent Opportunities**

**Amount Requested:**

**3. Election Official Training**

**Amount Requested:**

**4. Information for Voters with Disabilities**

**Amount Requested:**

**Agency Capability: (Give a brief description of your organization and prior experience your organization has in successfully completing similar projects.)**

**ACTIVITY 1: POLLING PLACE ACCESSIBILITY**  
**Statement of Work**

What activities/improvements will take place?

Why are these improvements necessary?

How will they enhance accessibility to individuals with disabilities?

If applicable, how will the assessment be carried out? What finished product will you submit upon completion?

Who will do the work? What are their qualifications?

What is the timeline?

**ACTIVITY 1: POLLING PLACE ACCESSIBILITY  
Budget**

Line Item	Amount
Staff	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
<b>TOTAL</b>	

**Budget Narrative**

Describe each line item showing the formula for arriving at the requested amount:

**Staff :** List the positions for your organization funded under this grant, the hourly rate and the number of hours for each position. (Staff of other organizations should be listed under contractual.)

**Fringe:** List the positions, which benefits are covered, and the rate.

**Travel:** List number of miles, reimbursement per mile, other travel costs.

**Equipment:** Itemize equipment items, purpose and unit cost.

**Supplies:** Give a general description of items included.

**Contractual:** Describe any money that will be subgranted to another organization, including staff.

**Other:** Include any other relevant, appropriate charges.

**ACTIVITY 2: PRIVATE AND INDEPENDENT OPPORTUNITIES FOR ACCESS AND PARTICIPATION**  
**Statement of Work**

What are the goals and measurable outcomes of your proposed project?

How will you go about assessing needs and developing recommendations?

What finished product will you submit upon completion?

If applicable, what auxiliary aids or technology will be obtained? How will they enhance opportunities to vote privately and independently?

Who will do the work? What are their qualifications?

What is the timeline?

**ACTIVITY 2: PRIVATE AND INDEPENDENT OPPORTUNITIES FOR ACCESS AND PARTICIPATION**  
**Budget**

Line Item	Amount
Staff	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
<b>TOTAL</b>	

**Budget Narrative**

Describe each line item showing the formula for arriving at the requested amount:

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**Equipment:** Itemize equipment items, purpose and unit cost.

**Supplies:** Give a general description of items included.

**Contractual:** Describe any money that will be subgranted to another organization, including staff.

**Other:** Include any other relevant, appropriate charges.

**ACTIVITY 3: ELECTION OFFICIAL TRAINING**  
**Statement of Work**

What are the goals and measurable outcomes of your proposed project?  
How will you go about developing training materials?  
What product(s) will you design and produce?  
Who will do the work? What are their qualifications?  
What is the timeline?

**ACTIVITY 3: ELECTION OFFICIAL TRAINING  
Budget**

Line Item	Amount
Staff	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
<b>TOTAL</b>	

**Budget Narrative**

Describe each line item showing the formula for arriving at the requested amount:

**Staff :** List the positions for your organization funded under this grant, the hourly rate and the number of hours for each position. (Staff of other organizations should be listed under contractual.)

**Fringe:** List the positions, which benefits are covered, and the rate.

**Travel:** List number of miles, reimbursement per mile, other travel costs.

**Equipment:** Itemize equipment items, purpose and unit cost.

**Supplies:** Give a general description of items included.

**Contractual:** Describe any money that will be subgranted to another organization, including staff.

**Other:** Include any other relevant, appropriate charges.

**ACTIVITY 4: INFORMATION FOR VOTERS WITH DISABILITIES**  
**Statement of Work**

What are the goals and measurable outcomes of your proposed project?  
How will you go about developing materials?  
What product(s) will you design and produce?  
Who will do the work? What are their qualifications?  
What is the timeline?

**ACTIVITY 4: INFORMATION FOR VOTERS WITH DISABILITIES  
Budget**

Line Item	Amount
Staff	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
<b>TOTAL</b>	

**Budget Narrative**

Describe each line item showing the formula for arriving at the requested amount:

**Staff :** List the positions for your organization funded under this grant, the hourly rate and the number of hours for each position. (Staff of other organizations should be listed under contractual.)

**Fringe:** List the positions, which benefits are covered, and the rate.

**Travel:** List number of miles, reimbursement per mile, other travel costs.

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**Other:** Include any other relevant, appropriate charges.