

**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 Vermont municipalities.

MAXIMUM AMOUNT AVAILABLE

\$75,000 is available for this round of grants.

It is expected that multiple grants will be awarded. Applicants are therefore encouraged to submit requests that do not exceed \$5,000 per activity.

This program is entirely financed with Federal funds.

FUNDING PERIOD

Funds will be available from November 1, 2005 to August 31, 2006. All work must be completed by August 31, 2006.

APPLICATION DEADLINE

Proposals must be **received no later than 4:00 p.m. on October 4, 2005**. Applications received after that time will be considered at the discretion of the Secretary of State.

TIMELINE

RFP Issued:	August 31, 2005
Applications Due:	October 4, 2005
Award Notification:	October 17, 2005
Grant Period:	November 1, 2005 to August 31, 2006

SCOPE OF SERVICES REQUESTED

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 and lighting.

A final report and photos of completed work will be required.

EVALUATION CRITERIA

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.

APPLICATION INSTRUCTIONS

All proposals must be typewritten on one side of standard (8 ½" x 11") unruled white paper. Proposals must include 1) Cover Sheet form, 2) Statement of Work which must not exceed five (5) pages, and 3) Budget form with Budget Narrative included. Completed proposals must be received at the Secretary of State's Office, address below, no later than 4:00 on October 4, 2005. Proposals received after that time will only be accepted for review with permission of the Secretary of State. **If selected for funding, you will be required to provide an electronic version of your proposal (on disk or by e-mail) and an insurance certificate for your organization.**

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

HAVA Proposal
ATTN: Linda Hall
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 .

Cover Sheet
Election Assistance for Individuals with Disabilities (EAID)
Polling Place Accessibility

Name of Organization:

Address:

Phone:

Federal ID #:

Vermont Department of Taxes Business Account #:

Beginning month of your organization's fiscal year:

Authorized Official who will sign grant if awarded:

Program Contact Person:

Phone:

e-mail:

Fiscal Officer/Business Manager:

Phone:

e-mail:

Total 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

(Using the exact headings below, answer all questions.)

- I. What activities/improvements will take place?
- II. Why are these improvements necessary?
- III. How will they enhance accessibility to individuals with disabilities?
- IV. Who will do the work? What are their qualifications?
- V. When will the project begin? When will it be completed?(Note: Projects cannot begin prior to November 1, 2005 and must be completed by August 31, 2006.)

ACTIVITY 1: POLLING PLACE ACCESSIBILITY
Budget

Line Item	Amount
Staff	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other	
TOTAL	

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/businesses 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 and specify any other relevant, appropriate charges.