



# HAVA - Section 261

## Grant Application Guidelines

The purpose of this grant is to set forth the requirements that must be met by each county seeking use of the Help America Vote Act (HAVA) funding in order to make all polling places accessible to voters with a full range of disabilities (according to section 261 of HAVA).

New Jersey, HAVA State Plan, and the Department of Health & Human Services Grant have allotted funds to be used to make polling places 100% accessible and ADA compliant. These funds will be distributed to the counties based on their grant application and availability of funds. The guidelines and stipulations set forth below must be followed. All funding and expenditures will be subject to state and federal audits.

### Use of Grant Funds

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

**Polling Place Accessibility** - Make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with disabilities. (e.g., impairments involving visual, hearing, mobility, dexterity, or elderly)

**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.

**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.

**Educational and Informational Materials** - Provide individuals with disabilities information about the accessibility of polling places.

### Municipality Grant Form

*County Boards of Election should forward to all municipalities in their county a copy of the HAVA 261 Municipality Grant Form and the 2010 Polling Place Accessibility Product List to apply for funding. Municipal clerks or their designee should complete the form and submit all polling place improvement requests along with documentation to their respective County Boards of Election for approval and further processing through the state.*

#### Municipality Contact Information:

*All requested information should be completed by municipality*

#### **District Itemization of Request**

1. List name of each polling location the municipality is seeking to improve.
2. Enter full address of polling location.
3. In the section titled proposed improvement, the municipality should provide details on the product(s) or work it intends to obtain in order to improve or make the polling location accessible.
4. Municipality should include cost per unit as well as total cost per item(s). Quotes and estimates from vendors should be attached for each polling location.
5. Provide the total amount of each project for each polling location (Add Total Cost Column).
6. Municipality should submit the form(s) to their respective county boards of election.

### Submission of County Grant Application

*The grant application must be completed and returned to the Division of Elections with appropriate signatures by **May 28, 2010**. The application should include municipal requests and any product(s) your county wishes to obtain to help improve polling place accessibility.*

#### County Contact Information:

*All requested information should be completed by municipality*

### **Polling Place Improvements** *(Permanent, Temporary and Interior/Voting Improvements)*

*Funding will be granted for items approved for reimbursement under the terms of the agreement. The application will include a list of allowable and non-allowable items (See Attachment). Applicants should thoroughly review this list and select only those items approved for reimbursement. A detailed plan of expenditure needs must be included with the request for funds.*

1. Enter name and full address of each polling location you or the municipality are seeking to improve.
2. In the section titled proposed improvement/product, briefly describe the types of physical improvements or products to be purchased.
3. List quantity, cost/unit and total cost for each improvement or item. Attach quotes, and estimates for each item.
4. Provide the total amount of your request for each polling location (Add Total Cost Column).
5. The most recent Polling Place Accessibility Checklist must be submitted for any polling location the county is requesting funding for.
6. Accessibility funds for permanent improvements on buildings or property will only be granted for publicly owned buildings/property.

### **Total Request & Certification**

*The Division will provide a payment of up to 50% of the total award upon receipt and acceptance of a completed and signed Grant Agreement. Funds cannot be used for anything other than accessibility.*

1. Add the totals of the requested amount for each municipality and provide the total amount of your county's grant award request. Attach quotes and estimates from vendors for each polling location.
2. Obtain signature of the County Financial Officer and the County Board of Election Chairperson.
3. Forward the completed application to the Division of Elections.
4. Under no circumstances are these funds to be supplanted from the County Board of Election budget by the county governing body or budget office.
5. Request for funds must be completed with participation of an election board representative and either an ADA coordinator or someone with ADA expertise or a representative from the County Building Inspectors Office.
6. All expenditures must be specific and well documented; a detailed report of all funding that was originally budgeted for and the actual expenditures for final reporting along with an explanation will be required until the money is either spent or returned.

### **HAVA 261 Grant Final Report**

*Final reports are due within 30 days following the end of the grant period. Funds will not be disbursed until all reports have been received and approved.*

1. Enter name and full address of each polling location where improvements were made.
2. In the section titled permanent improvement/product, please provide details on the improvements that were completed at each polling location.
3. List the approved grant award amount your county received.
4. List the actual expended amount for each project. Include receipts, invoices, cancelled checks, etc. Failure to provide proper documentation will result in a delay in processing.
5. List the variance (+/-) for each item.
6. Total each section (Approved Budget, Actual Expended Amount, Variance +/-).
7. Insert the Total Amount of Final Actual Expenditures (Total of Actual Expended Amount Column).
8. Add the totals of actual expended amount in each municipality and provide the total amount of final expenditures in your county.
9. Budget Modifications: Any modifications to the approved budget must be submitted to the Division of Elections for approval prior to incurring the expense.
10. Obtain the signature of the County Financial Officer and the County Board of Election Chairperson.
11. Submit original final report to the Division of Elections.