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Request for Proposal (RFP)

Voter Education for People with Disabilities

I. Introduction

The Ohio Secretary of State has been awarded grant funds from the United States Department of Health and Human Services (HHS) under Title II, Subtitle D, Part 2, Section 261 of the Help America Vote Act (HAVA). These funds provide for improving accessibility to and participation in the election process for individuals with a full range of disabilities.

II. Purpose of Grants

The Ohio Secretary of State's office is charged with administering elections in Ohio through a partnership with the state's 88 county boards of elections. Increasing access for voters with disabilities to fully exercise their electoral franchise is one aspect of this responsibility.

The purpose of this Request for Proposal (RFP) is to leverage grantee's core competencies and existing relationships to enhance the state and counties' ability to fulfill our goal of increasing access for voters with a full range of disabilities.

The Ohio Secretary of State funds projects that:

- Partner with county boards of elections to help with voter education, training for poll workers or election day setup of accessibility equipment
- Assist county boards of elections to identify accessible polling locations and work with existing polling locations to increase accessibility in partnership with county boards of elections
- Educate voters with disabilities about their rights and responsibilities in the voting process, including
 - Registration requirements, how to apply for an absentee (vote by mail) ballot, in person early absentee voting requirements, the deadlines associated with elections and/or election day voting including information about the accessibility of polling places.
- Increase the participation of people with disabilities in the electoral process

Note: Projects could focus on a specific initiative or be a combination of voter education activities, which should be listed in your application.

III. Grant Application Process

The Ohio Secretary of State invites proposals under a competitive, semi formal, RFP process, and will award grants to agencies, organizations, non-profits, and individuals that encourage

and educate people with disabilities to participate in the election process. Grant recipients shall be non-partisan in their effort to educate people with disabilities about voting.

A. Eligible Requests:

The Ohio Secretary of State will support proposals directly benefiting a full range of disabilities which could include, but are not limited to individuals who are hard of hearing or deaf, visually impaired or blind, have a full range of mobility impairments, emotional impairments, cognitive impairments and intellectual impairments. Recipients could serve all disability populations or serve a specific disability on a statewide basis or serve a specific geographical area of the state.

Proposals that are submitted and include a county board of elections as a co-respondent or participant will be given greater weight in the evaluation process.

B. Request Amounts:

Grant requests will be awarded at a maximum of \$20,000 each and smaller grant amounts will be given out at a maximum of \$10,000 each.

This RFP is for one-time, two-year maximum project. Limited to one grant per recipient.

C. Request Deadline:

RFP must be received at the office of the Ohio Secretary of State by **May 2, 2011** by 5:00pm.

D. Application Procedures:

Please submit an application containing all of the following items listed below:

1. Cover letter
2. Executive Summary(organization summary, mission, vision, etc)
3. Narrative
 - a. Project Description
 - i. Brief statement of project/project overview
 - ii. Goals and objectives
 - iii. Target population/target area
 - iv. Project activities/timeline of activities
 - v. Participating staff on project(qualifications)
 - vi. Anticipate length of project(maximum 2 years)
 - b. Plan for Measuring Project Results
 - i. Description of how you plan to measure the performance and results of project
 - c. Outreach and Progress Report
 - i. Monthly report explaining project activities (what, when, where, etc.)
4. Project Budget-Explain how funds are to be spent
 - a. Provide a line item budget with allocation of grant funds for activities
5. Conclusion

E. Review of Proposals:

Grant requests will be checked for required information and completeness based on information outlined in the RFP and will be reviewed by a selection committee consisting of staff from the Secretary of State's office.

F. Selected Applicants:

Upon selection, a notice of grant award will be sent to the selected recipient along with a contract detailing obligations of the grant recipient. No grant award will be effective until the grant recipient signs a contract with the Ohio Secretary of State's office. Applicants that are selected to receive grant funds will be required to participate in a "Train the Trainer" session to ensure accurate information is being communicated in educational outreach activities. Other trainings/meetings (could be in person, teleconferences or webinars) may be scheduled between selected applicants and the Ohio Secretary of State's staff to ensure proper usage of grant funds throughout the project.

G. Education and Training Material:

The Ohio Secretary of State's office will provide general use voter education information, publications, training material, voter registration forms, absentee ballot applications and other available information for selected applicants. The Secretary of State's office will not provide materials customized to each grant project.

H. Submission Options:

By Mail:

Ohio Secretary of State
Attn: Brett Harbage
180 E. Broad St.
Columbus, OH 43215

By Email:

bharbage@sos.state.oh.us

By Fax:

(614) 485-7070

We will contact you if we have any questions or require additional information. We will acknowledge receipt of your application and if we are able to fund your proposal we will contact you to discuss your application by **June 1, 2011**. Grant funds will be available for reimbursement beginning **July 1, 2011**.

If you have any questions regarding this Request for Proposal please contact Brett Harbage, Secretary of State ADA Coordinator at (614) 387-6039 or by email at bharbage@sos.state.oh.us.