



RFA# 10-018
SOS Response to Written Questions

February 14, 2011

Question 1: We have applied for HAVA grant money in the past. The first application was denied on a technicality, the 2nd application was approved but we did not receive reimbursement because our invoices were submitted to the SOS contract unit late.

Can we apply for this grant (HAVA accessibility Grant III).

Answer: At this time, the deadlines for submitting invoices for the prior VOTE Grant contracts have not passed.

A list of counties awarded VOTE Grant contracts from the previous RFA'S (08-021 and 09-014) are as follows:

RFA #08-021

Fresno
Kern
Marin
Nevada
Sacramento
San Benito
San Joaquin
San Luis Obispo
San Mateo
Santa Cruz
Sutter
Tehama

RFA #09-014

Alameda
Colusa
El Dorado
Glenn
Los Angeles
Placer
San Francisco
Santa Barbara
Yuba

If you did not receive a VOTE Grant contract from the previous RFA's (08-021 or 09-014), you are eligible to apply for RFA# 10-018. If you are referring to another HAVA contract not related to the VOTE Grants, you are eligible to apply.

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Question 2: Should a separate response be provided for each question (Q's 1-11) listed on Attachment B? In other words, do you prefer to have them answered one-by-one?

Answer: There is not a defined format, but each question must be answered within the accessibility plan.

Question 3: Is it possible to post a sample application format (I am not asking for contents) on the Q&A site?

Answer: This RFA is a competitive process; therefore we are unable to provide a sample application format. However you are able to request documents from the previous RFA's (08-021 and 09-014) through a Public Records Act (PRA) Request. You may send an email to constituentaffairs@sos.ca.gov to request copies of the documents or contact Contract Services at (916) 653-5974 to schedule a time to come in and view the requested documents.

Question 4: Please clarify the specific "program categories" as required to be included in the details of the Accessibility Program Plan, "attachment B". Please see requirement under "Application Submission Requirements and Information", 2d (page 6 of 7 of SOS RFA # 10-018).

Answer: Per the RFA, Section 1b, Use of Grant Funds, on page 2, the categories are as follows:

1. Assessing Accessibility
2. Equipment & Activities to Improve Accessibility
3. Training Materials and Programs
4. Educational and Informational Materials

Question 5: Is the County required to use exact terminology as included in the "Introduction", 1b, items 1 – 4 as categories for describing the program?

Answer: Yes, the county is required to use the exact terminology in the Introduction, 1B, items 1-4 for categorizing the activities. The county should describe the specific activities within each category(ies) in a clear and concise manner. The county is required to prepare an Accessibility Program Plan that describes activities to improve access to voting or voting information. The description of these activities shall fall within the List of Reimbursable and Unreimbursable Items and Procedures, which can be found in Attachment D. The county is required to describe

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the proposed use of the grant funds in each category. If the county intends to request grant funds in less than four categories, the county is only required to describe the use of the grant funds for those categories.

Question 6: Will the Secretary of State provide the counties with acceptable programs from the 2008 and 2009 submission years?

Answer: You are able to request documents from the previous RFA's (08-021 and 09-014) through a Public Records Act (PRA) Request. You may send an email to constituentaffairs@sos.ca.gov to request copies of the documents or contact Contract Services at (916) 653-5974 to schedule a time to come in and view the requested documents.

A list of counties awarded VOTE Grant contracts from the previous RFA'S (08-021 and 09-014) are as follows:

RFA #08-021

Fresno
Kern
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Nevada
Sacramento
San Benito
San Joaquin
San Luis Obispo
San Mateo
Santa Cruz
Sutter
Tehama

RFA #09-014

Alameda
Colusa
El Dorado
Glenn
Los Angeles
Placer
San Francisco
Santa Barbara
Yuba

Question 7: Is the County required to specify the same details for a proposed contractor as required for each county staff or person tasked for each activity, such as name and job title? Please see questions 5 and 6 appearing on page 1 of 2 of the "Attachment B RFA# 10-018".

Answer: Yes, to the extent possible, please provide as much detail about the people who will be tasked for each activity. If the County must go out to bid for professional or consultant services, and the vendor is not yet selected for the project, the county should describe the desired qualifications and level of expertise required of the vendor.

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Question 8: Under 1b “Disability Advocacy Organization Involvement”, applicants are encouraged to work with and get the endorsement and support of one or more Disability Advocacy Organizations. Attachment A allows for placement of one of these types of organizations. If an applicant had more than one endorsement, where would applicants place the contact information?

Answer: If an applicant has more than one endorsement, the applicant may attach a separate page to Attachment A, VOTE Grant Program Applicant Information Sheet.

Question 9: For applicants who applied during the first and/or second round (i.e. RFA # 08-021 & RFA # 09-014) and were denied by The California SOS VOTE Grant Application Review Committee. Were the reasons for rejection all-inclusive of the application or did the committee stop short of a full review of whether the application was sufficient or deficient in all other respect?

Answer: The question is outside of the scope of RFA #10-018. Questions about prior VOTE Grant applications are outside of the scope of RFA #10-018. An applicant may submit a public records request by contacting Constituent Affairs at Constituent.Affairs@sos.ca.gov for information involving RFA #08-021 and/or RFA #09-014.

However, if an application is deemed non-responsive pursuant to Section 2C(5) of VOTE Grant RFA #10-018, the application will not be reviewed for compliance. If an application is conditional or incomplete pursuant to Section 2C(6) of VOTE Grant RFA #10-018, the application may be rejected.

Question 10: If an item listed is subsequently deemed to be not reimbursable, will the entire application be denied or just the item that is considered not reimbursable?

Answer: If an item listed is subsequently deemed to be not reimbursable, that item will not be included in the final award.

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Question 11: RFA # 10-018 requires the Accessibility Program Plan to be in Arial 12 point type and may not exceed a total of five pages, however, there are nothing specifying the margin requirements. Are there margin requirements? If so, please detail the margin requirements.

Answer: Attachment B, VOTE Grant Program Accessibility Program Plan, does not specify margin requirements.

Question 12: In answering the questions in Attachment B, are the applicants required to answer in the order in which the questions are asked in Attachment B? Will applications be rejected if questions are answered out of order or grouped together?

Answer: There is no requirement to answer the questions identified in Attachment B, VOTE Grant Program Accessibility Program Plan, in the order in which asked. However, per the RFA, all of the questions outlined in Attachment B must be answered.

Question 13: In providing the timeline of each activity, will a timeline showing month and year be sufficient?

Answer: Yes, a timeline showing month and year will be sufficient.

Question 14: Question 5 of Attachment B, requires applicants to list the title, job duties, experience or qualifications of each county staff member or person tasked for each activity or improvement. Will a recitation of the general title, job duties, experience or qualifications with the number of individuals that will be assigned, be a sufficient response (the concern is that the question asks information for "each" county staff member)?

Answer: If there is more than one (1) individual tasked to perform the same activity(ies) or improvement(s), then yes, you may recite the general title, job duties, experience or qualifications once and indicate the number of individuals who will be assigned to do the work. The response to Question 5 of Attachment B should be specific so that there is no doubt as to the title, job duties, experience or qualifications of each individual tasked to perform an activity or improvement.

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Question 15: Question 5 & 6 does not require an applicant to list the specific name of the staff/contractor. Is this a correct interpretation of the question?

Answer: Yes, this is correct, as we do not assume the applicant knows who will be tasked for each activity or improvement or who will execute the proposed activity or improvement. However, as specified in the RFA, for Question #5, the applicant must provide the title, job duties, experience or qualifications of each individual tasked to perform the work and for Question #6, the applicant must provide the experience or qualifications of the contractor if employed to execute a specific activity or improvement.