



Meeting Date: 02/20/2024

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TO: Honorable Chair and Members of the Board

FROM: Eslir Musta, Elections Director/Assistant County Manager

SUBJECT: Consideration and possible action to approve a grant award from U.S. Election Assistance Commission in the amount of \$10,000 to initiate a Help America Vote College Program Service Day Mini-Grant Program in collaboration with Northern Arizona University, for the period of February 1, 2024 through January 31, 2025, corresponding budget amendments for revenues and expenditures, and authorize Siri Mullaney, Finance Director, to sign all documents pertaining to the grant.

RECOMMENDED MOTION:

Approve a grant from U.S. Election Assistance Commission in the amount of \$10,000 to initiate a Help America Vote College Program Service Day Mini-Grant Program in collaboration with Northern Arizona University, for the period of February 1, 2024 - January 31, 2025.

BACKGROUND:

The Coconino County Elections Department is partnering with the Associated Students of Northern Arizona University's (ASNAU) "NAU Votes! Coalition" to support a student-led voter education initiative to educate and engage students around the 2024 election cycle. The campus initiative will strengthen community partnerships, recruit student poll workers, decrease the number of rejected provisional ballots cast at the on-campus polling location; and engage students and underrepresented (particularly Native American and Hispanic/Latino) communities in the voting process. Help America Vote Day (January 30, 2024) and National Poll Worker Recruitment Day (August 1, 2024) events will bookend our campaign activities that will include on-campus outreach events in Flagstaff; a student-led voter event on the Navajo Nation in Tuba City, Arizona; email, social media, and electronic communications with all students; and student outreach to family and communities across Coconino County. Our strategy involves working with students to personally engage diverse populations especially in rural, hard-to-reach, and underrepresented communities. Coconino County Elections Department and NAU are steadfastly committed to running a diverse campaign that spans an extensive timeframe and reaches students both on and off campus and extends to their families and communities.

The HAVCP Service Day Mini-Grant Program funds will be effectively utilized to enhance civic participation among college students in Coconino County. The program aims to educate, engage and recruit university students to volunteer their time and talent as poll workers, and to assist

others in participating in the democratic process. The campaign will employ a targeted, multi-pronged approach to reach all students and voters throughout Coconino County to increase participation, awareness, and volunteerism for the upcoming 2024 elections. The County has over 90,000 registered voters, with a quarter of our voters being in Native American communities spread out across the western part of the Navajo Nation. During the November 2022 General Election, the NAU Walkup Skydome Voting Center saw a 91% rejection rate of Provisional Ballots cast representing 30% of all rejected Provisional Ballots cast across Coconino County.

ALTERNATIVES:

The Board could elect not to accept the grant funds from the U.S. Election Assistance Commission. This alternative would prevent the Help America Vote College Program Service Day Mini-Grant Program to increase voter education and poll worker recruitment.

FISCAL IMPACT:

Budget Adjustment: 1414.33.3313.5866 in the amount of \$10,000.00 and 1414.33.3313.5867 in the amount of \$1,000.00 from the General Fund for grant matching. There is a pending budget modification due to the E.A.C. by March 1, 2024.

ATTACHMENTS:

- 1 - Staff Report
- 2 - LETTER
- 3 - NEW FUND REQUEST



U.S. ELECTION ASSISTANCE COMMISSION
633 3rd St. NW, Suite 200
Washington, DC 20001

February 1, 2024

Whitney Juszczak
Coconino County Elections Department
1300 W UNIVERSITY AVE STE 130
Flagstaff, AZ 86001

Dear Whitney Juszczak,

Thank you for your interest in the U.S. Election Assistance Commission's 2023 Help America Vote Service Day Mini-Grant Program. We are pleased to inform you that your program was selected as one of seven to receive funding. Your organization has been approved for a grant of \$10,000 to fund the program described in your application.

The grant period begins on February 1, 2024, and ends on January 31, 2025.

Before drawing down funds and within 30 days of receipt of this letter, please:

- Review, sign and return the included Grant Agreement to HAVCP@eac.gov, and
- Make any necessary budget revisions and return the revised figures and narrative to EAC for approval.

After the above steps have been completed, you will receive a Notice of Award (NOA) signaling your funds are available for reimbursement. Please carefully review the enclosed Award Information and Action Items for more information.

We will provide a kick-off orientation webinar on Wednesday, February 21 at 3 PM Eastern. EAC staff will introduce the program requirements and answer any questions about grant agreements, budget revisions, and payment processing. An email invitation will be sent to grantees next week.

The EAC will provide a press kit and announcement resources in the coming weeks. Please refrain from providing public notice until you receive the press kit.

Thank you again for the considerable time and effort you put into your grant proposal. We look forward to working with you to implement your Service Day Mini-Grant Program.

If you have any questions about your award, please contact the EAC office of Grants Management at HAVCP@eac.gov.

Sincerely,

Risa Garza

Grants Director
U.S. Election Assistance Commission
RGarza@eac.gov



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Award Information and Action Items

Grantee: Coconino County Elections Department

1. Grant Agreement

The Grant Agreement included with your award packet is signed by both parties and acknowledges your acceptance of the required terms and conditions of the award as well as any special conditions pertaining to your application.

Carefully review the information provided in the Grant Agreement and notify EAC staff if there are any errors in contact information or associated personnel.

The grant agreement should be signed by the organization certifying official. This individual must have the authority to accept awards on behalf of the organization.

Action Item: Return the signed Grant Agreement to HAVCP@eac.gov by March 1, 2024.

2. Application Review and Comments

Applications underwent a thorough review process based on the scoring criteria provided in the Notice of Funding Opportunity (NOFO). We have included below the total score your application received as well as any comments provided by reviewers. The maximum possible score for this program was 30 points.

Total Score: 18.33

Reviewer Comments: Narrative focused on messaging democratic process and voter access to information. This grant opportunity is intended for poll worker recruitment participation and related activities.

3. Reporting Requirements

Recipients are required to provide one final federal financial report (FFR) and one final progress report (PR) submitted by email to HAVCP@eac.gov. Final reports are cumulative over the entire award period and consistent with close-out requirements. The final reports are due 120 days after the performance period ends. All reports must be accurate, complete, and submitted on time. Both forms will be available on the EAC website.

Once the grant is awarded, recipients will be expected to have in place data collection and data management policies, processes, and practices that provide assurance that they are reporting high quality performance measure data. Failure to submit accurate, complete, and timely required reports may affect the recipient's ability to secure future EAC funding.



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Financial (FFR) & Progress Report (PR) Dates	Final
Reporting Period End Date	1 Year After Date of Award
Report Submission Due Date	120 Days After Project Period End

4. Budget Revisions

Application Requires Budget Revisions: Yes

If applicable, Section 13 *Special Conditions* in the Grant Agreement will include required budget revisions. These revisions include removal of unallowable costs or reduction based on a reduced award amount.

Revise the budget worksheet and budget narrative and return to HAVCP@eac.gov with a brief explanation of the changes made.

Action Item: No later than March 1, 2024, revise budget to respond to the special conditions in Section 13 of the Grant Agreement. Return budget worksheet and narrative to the EAC for approval at HAVCP@eac.gov.

5. Reimbursement

The EAC will authorize the Treasury Department to disburse funding identified in the agreement through the Payment Management System (PMS) to the applicant as an advance to be drawdown as expenses arise. Per 2 CFR §200, the timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-Federal entity.

Grantees will be able to request payments as often as practical for their program.

Prior to initial drawdown of funds, all grantees must have secured online access to Payment Management System.

Action Item: After you receive your Notice of Award (NOA), create an account in [PMS](#). Upon completion of budget revisions and required signatures, grantees will receive a Notice of Award and notification that they are now able to set up their account to request reimbursement in PMS.



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Pre-award costs: Expenses incurred on or after November 16, 2023, for the purpose of the HAVCP program are eligible for reimbursement. Prior approval from the EAC is required to be reimbursed for pre-award expenses.

To request pre-award costs: Email the EAC at HAVCP@eac.gov with a description of the activities, date, and amount of expenses.

6. Risk Assessment

As required by 2 CFR §200, the EAC conducts Pre-Award Risk Assessments for all discretionary awards. Risk status determines the amount of monitoring that will be required of grantees.

Risk Status: Low

Required Monitoring for February 1-April 30, 2024:

1. File required financial and progress reports;
2. Attend virtual kick-off orientation

Action Steps: Grantee risk level will be assessed at regularly scheduled intervals, allowing the possibility for a grantee to step down to a lower level of risk if the required monitoring steps are satisfactorily completed. Alternatively, grantees not completing the required monitoring steps and/or with new indications of risk may be stepped up to a higher risk level. A detailed monitoring plan with all required action steps for the assessment period will be provided by the EAC.

7. Appeals

Final funding decisions are made by the Election Assistance Commissioners. After notification of award or denial, applicants have 10 business days to request to review the application's scores and appeal the decision based on one of the following criteria:

- Incorrect information was provided by the EAC
- Historically underrepresented groups will be denied services without HAVCP funding
- Scores are not representative of work done by the program

Appeals must be addressed to the Commissioners and received in writing by the deadline outlined in the notice of funding decision. Appeals must include a written justification for the appeal based on one or more of the above criteria. Appeals not based on the above criteria will not be considered. The commission will make a final decision about all appeals within 60 days of receipt. Please email HAVCP@eac.gov to submit an appeal or for additional information about the appeals process.



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8. Orientation

We invite you to join us for a virtual kick-off orientation on Wednesday, February 21 at 3 PM Eastern. EAC staff will introduce the program requirements and answer any questions about grant agreements, budget revisions, and payment processing.

An email invitation with meeting access details will be sent to all grantees in the next week.

New Fund Request
 Elections HAVACP Grant

Federal	10,000
Grant Match Cost Share	1,000
Total	11,000

Account	Description		Budget
1414.33.3313.5866.0000.460.331501.	Current Year Federal Grant	R	(10,000)
1414.33.3313.5866.0000.490.311602.	Apportioned Interest	R	-
1414.33.3313.5866.0000.606.501001.	Profess. & Outside Svcs.-1099	E	1,900
1414.33.3313.5866.0000.606.502001.	Office Suplies	E	2,200
1414.33.3313.5866.0000.606.502026.	Printed Materials	E	5,400
1414.33.3313.5866.0000.606.502302.	Recognition & Awards	E	200
1414.33.3313.5866.0000.606.505001.	Vehicle Rental-Non-travel-1099	E	300
1414.33.3313.5867.0000.606.501013.	Publish. & Advertise Svcs-1099	E	1,000
1414.33.3313.5867.0000.592.931001.	Fund 1001	R	(1,000)
1001.33.3313.0000.0000.952.951414.	Fund 1414	E	1,000

Notes
(Includes fuel for rental vehicle)
Transfer Grant Match Cost Share
Transfer Grant Match Cost Share