

**Broad Agency Announcement**  
**For States, Territories and Local Governments**  
**Effective Absentee Systems for Elections (EASE) 2.0 Grants**  
**BAA NO. H98210-13-BAA-0001**  
**(Revised – Amendment 003)**

**INTRODUCTION**

This publication constitutes a Broad Agency Announcement (BAA) as contemplated in Department of Defense Grants and Agreements regulations (DoDGARS) 22.315, which allows the Defense Human Resources Activity (DHRA) – Procurement Support Office (PSO), in support of the Federal Voting Assistance Program (FVAP) to enter into multiple competitively awarded, grant awards with State, Territorial and/or Local governmental entities.

DHRA-PSO will not issue paper copies of this announcement. DHRA-PSO reserves the right to fund all, some or none of the proposals received under this BAA. Technical and budget proposals (or any other material) submitted in response to this BAA will not be returned.

**GENERAL INFORMATION**

**Agency Name:**

Defense Human Resources Activity (DHRA) – Procurement Support Office (PSO)

**Funding Opportunity Title:**

EASE 2.0 Grants

**Program Name:**

Federal Voting Assistance Program (FVAP)

**Catalog of Federal Domestic Assistance Number (CFDA):**

12.219

**RESPONSE DATES**

This announcement will remain open for **45 calendar days** from the date of issue of this BAA or until it is replaced by a successor, whichever occurs first. Submission of proposals is accepted at any time during this period. Submit questions and/or requests for clarification, in writing by electronic mail to the DHRA-PSO Grants Officer, within **10 calendar days** of this announcement. The Government's responses to questions and/or requests for clarification submitted in response to this BAA will be addressed in the form of an amendment and posted on Grants.gov webpage – <http://www.grants.gov/>

## **BACKGROUND**

FVAP is required to provide voters, pursuant to the authority of the *Uniformed and Overseas Citizen Absentee Voting Act* of 1986 (*UOCAVA*), and subsequent federal law, a broad range of voting assistance programs, including:

- prescribing official forms for military and overseas voter registration, absentee ballot application and balloting materials;
- compiling and distributing to military and overseas voters descriptive materials on State registration, absentee ballot request, and absentee voting procedures;
- compiling and distributing to military and overseas voters information on all elections (not limited to federal) including contests, candidates, ballot questions, and key dates;
- in cooperation with States, develop and deploy a demonstration project where military voters are able to cast their federal election ballots over an effective absentee voting system; and
- providing, in cooperation with State and local election officials, online information and voting assistance resources to military and overseas voters.

State and local election officials have extensive statutory mandates to support voting by military and overseas voters, separate and apart from the procedures used for the general electorate, including requirements to:

- provide voter registration and absentee ballot application information and forms electronically;
- transmit absentee ballots electronically;
- provide military and overseas voters a method to track the receipt of their absentee ballots electronically;
- transmit ballots 45 days before any federal election;
- accepting the Federal Write-in Absentee Ballot (FWAB); and
- report on data collection requirements as the Presidential Designee for *UOCAVA*, in consultation with the Election Assistance Commission and the States,(the Department of Defense) determines appropriate.

*UOCAVA* also includes a recommendation to the States to establish a single office capable of receiving all voting material (42 USC 1973ff-1(b)).

## **FUNDING OPPORTUNITY DESCRIPTION**

FVAP strives to achieve this mission through advocacy with and assistance to election officials and voters covered under *UOCAVA*. FVAP's strategic goals, lines of operation, and policies depend on the resulting data from the grant program to reflect the true nature of the entire voting experience for uniformed and overseas voters.

FVAP strives to be a data-driven organization. We design and redesign our program based upon what we learn from our surveys and other data. For example, FVAP initially placed a greater focus on promoting voter registration among military and overseas voters. Following the 2008

election, the survey data showed the issue for military and overseas voters was not access to voter registration, but the time required to transmit ballots to and from various locations throughout the world. Based on this data, the agency changed its focus toward addressing ballot delivery and return issues, resulting in the development of FVAP-hosted online assistants as well as the 2010 Electronic Voting Support Wizard project and the 2011 Electronic Absentee System for Elections (EASE) grant program (H98210-BAA-11-0001). The 2011 EASE grant program was created to better understand the different challenges that military and overseas voters face at every step of the voting process. The EASE grant program funded 35 programs that included online ballot delivery, online voter registration, automated ballot duplication, online ballot requests and online ballot tracking. With the research that we receive from this program, FVAP will be able to focus efforts on the necessary portion of the voting process to ensure that military and overseas voters are more successful.

As we move forward to the next grant program, FVAP will narrow the scope of its research and address two of the most critical aspects of the electoral process for military and overseas voters: ballot transit time and voter confusion. The Effective Absentee System for Elections 2 grant program will focus in two specific areas: the development of online ballot delivery tools and the establishment of single points of contact (single POC) in State election offices.

It is vital that we have a significant statistical sample in order to validate the effectiveness of these programs. In order for this to occur, we want to focus on statewide solutions in areas that have a great number of voters covered by *UOCAVA*.

### **Ballot Delivery Research Project**

The hypothesis of this research component is that online blank ballot delivery tools; particularly those that allow election officials to push ballots to voters and allow voters to pull ballots from a website, improve the success rate of military and overseas voters. Research from online ballot delivery systems will enable us to further evaluate the relationship between electronic transmission of blank ballots and ballot transit time.

### **Single Point of Contact (SPOC) Research Project**

The hypothesis of this research component is that a voter in a State that has a single office for the transmission of election materials (with a single phone number, fax number, website and email address) is more likely to successfully cast a ballot than those where there are multiple election jurisdictions. Research from the Single POC research program will enable us to evaluate the relationship between single POC and *UOCAVA* voter success rate. In this area, both the number of military and overseas voters and the number of local election jurisdictions will be factors in selection.

## IMPORTANT PROVISIONS

- Applicants that have had issues with compliance with the MOVE Act since its enactment in 2009 must explain in the grant application the circumstance of your State's non-compliance and how a grant award would make future non-compliance less likely.
- Applicants that face legislative challenges in order to execute proposed projects must outline these obstacles and the plan of action to overcome these obstacles.
- These grant awards **will not** fund the electronic return of a voted ballot. Applicants will certify prior to grant award that they **will not** use any grant funds to develop a system for the electronic return of a marked ballot. Further, applicants will certify that they **will not** use the system components developed with grant funds after the award ends, for the electronic return of a marked ballot.
- Data are pivotal to the evaluation of this research grant program and the effectiveness of the implemented projects. For consideration, applications must address the ability to gather and report the data requested, specifically stating the data elements you are unable to provide and why you are unable to provide them. (see the data report template and workbook attachments to this announcement)
- **REPRESENTATION:** The Applicant shall complete the following Representation and include it as a PDF document with its Application submission to Grants.gov.

The Applicant represents that it is \_\_\_ is not \_\_\_ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

The Applicant represents that it is \_\_\_ is not \_\_\_ a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

NOTE: If an Applicant responds in the affirmative to either of the above representations, the Applicant is ineligible to receive an award unless the agency suspension and debarment official (SDO) has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The Applicant therefore should provide information about its tax liability or conviction to the agency's SDO as soon as it can do so, to facilitate completion of the required consideration before award decisions are made.

## ADDITIONAL INFORMATION

FVAP developed and defined the following terms as significant components that will, in turn, provide the greatest service to the Military and overseas voters . The technical evaluation incorporates the five criteria defined below. These criteria are listed in order of significance, with the most significant criterion listed first.

- *Impact:* FVAP will place a higher value on grant proposals that are judged to have a greater degree of impact with respect to the objectives of this grant program. For “Ballot Delivery Research Proposals”, the number of Military and overseas voters affected will serve as a measurement of how much of an impact the proposed project will have on this population. For “Single Point of Contact Research Proposals”, the number of local election jurisdictions that currently conduct Federal elections will serve as a measurement of the impact of a proposed project.
- *Sustainability:* Priority will be given to proposals for research that will support functionality for future elections beyond the term of the grant. Grant proposals should address sustainability, both in terms of continuing to provide FVAP research, testing, and evaluation data over time, as well as in terms of demonstrating how the project can be sustained by the applicant during and beyond the term of the grant in a cost-effective manner.
- *Scalability:* Scalability is the ability of the proposed project to continue to function well when it is changed in size or scope in order to meet a user need. A solution that is scalable will be able to at least maintain its level of performance or efficiency when applied to different operational demands.
- *Strategic:* Funded research should address the potential challenges and be well reasoned and appropriate to accomplish the specific aims of the project. Potential problems, alternative strategies, and benchmarks for success should be presented. Proposals that include a vision supported by a clearly thought out plan or roadmap will rank highest.
- *Collaborative (ballot delivery proposals only):* Research that can be shared across multiple States or jurisdictions will be judged most favorably. Grant applications that are statewide or a shared effort will rank higher than applications submitted by a single entity.

### AWARD INFORMATION

The intention of this Broad Agency Announcement (BAA) is for the receipt of applications related to research projects as stated above. The award amount and term of the grant of each selected proposal may vary depending on the research area developed with the technical approach pursued by the selected applicant. The DHRA-PSO intends to make multiple awards that address the objectives described in the funding opportunity description in this BAA. These awards will represent the best value to the Government in accordance with the evaluation criteria. The FVAP seeks participants for this program that are capable of supporting the goals and desired outcomes as described in the announcement. Applicants have the opportunity to be creative in the selection of the technical and management processes and approaches that address the areas of interest described above.

The total estimated amount of Government funding available for the research grants resulting from this BAA is \$10,200,000.00.

Minimum amount of an award: \$0.00

Maximum amount of an award: \$8,000,000.00

The DHRA-PSO reserves the right to select for negotiation all, some, one, or none of the proposals received in response to this BAA and to make awards without discussions with Applicants. DHRA-PSO also reserves the right to conduct discussions if it is determined to be necessary. DHRA-PSO reserves the right to accept proposals in their entirety or to select only portions of proposals for awards. In the event DHRA-PSO desires to award only portions of a proposal, negotiations may be opened with that Applicant. In some cases, DHRA-PSO may fund proposals in phases with options for continued work at the end of one or more phases. DHRA-PSO reserves the right to request additional documentation once award recommendation has been determined. DHRA-PSO reserves the right to remove Applicants from award consideration should the parties fail to reach agreement on award terms and conditions within a reasonable time or the Applicant fails to provide requested additional information in a timely manner.

### **Eligibility**

Election administration officials from State (as defined in *UOCAVA*) and local jurisdictions may submit applications under this BAA.

### **Application and Submission**

The final due date for receipt of all full Applications (and modifications thereto) is 5:00PM (ET) 45 Calendar Days after posting of this notice. The **ONLY** method for submission of full applications is via <http://www.grants.gov/> .

### **Additional Information:**

- The due date for questions and/or requests for clarification is: 10 calendar days after posting of this BAA.
- Notice of DHRA-PSO selections based on full Application submissions will be issued via e-mail.
- The applicants shall **only** use <http://www.grants.gov> for submission of proposals. No other method of submission will be accepted.
- Applications submitted under this BAA are required to be listed as ‘unclassified’.
- All Application submissions receive protection from unauthorized disclosure. Upon receipt, all Applications are safeguarded from unauthorized disclosure throughout the review and selection process. Applicants are expected to mark each page of their submission that contains proprietary information.

### **Format and Content of Full Applications (Proposals):**

#### **Full Proposal Format:**

- Margins- 1 inch
- Spacing- Single spaced
- Font- Times New Roman, 12 point

- Number of Pages- Volume 1 is limited to no more than **eighteen (18) single-sided pages**. Limitations within sections of the proposal, if any, are indicated in the individual descriptions shown below. The cover page, table of contents, reports, pending proposal submissions and qualifications are excluded from the page limitations. Full Proposals exceeding the page limit may not be evaluated. There are no page limitations to Volume 2 – Budget Proposal
- Page numbering shall be included for each page

**Technical Proposal:**

**Cover Page:**

(Not included in page limitations)

This should include the words “Technical Proposal” and the following:

- Catalog of Federal Domestic Assistance Number: 12.219
- BAA number: H98210-13-BAA-0001
- Title of Proposal
- Identity of applicant and complete list of contractors, and/or sub recipients, if applicable
- Technical contact (name, title, address, phone/fax, electronic mail address)
- Administrative/ business contact (name, title, address, phone/fax, electronic mail address)
- Proposed term (period of performance)

**Table of Contents:**

(Not included in page limitations)

This is an alphabetical/numerical listing of sections within the proposal, including corresponding page numbers.

**Technical Approach and Justification:**

(Eight [8]-page limit)

The technical approach and justification must contain the following components.

**Executive Summary:** Briefly summarize the overall proposed program in one page or less.

**Goals and objectives:** The major portion of the proposal should consist of a clear description of the technical approach. This discussion should provide the technical foundation and justification for pursuing this particular approach and/or direction and why one could expect it to enable the objectives of the proposal. Provide a description of the program, tool, or project, to include the following:

- How the proposal will establish ballot delivery tools or single POC to research these voting systems for voters covered by *UOCAVA*.

- An estimation of the reduction of the failure rates for military and overseas voters in each of the various stages of the absentee voting process (such as voter registration, absentee ballot request, blank absentee ballot delivery, absentee ballot marking, absentee ballot tabulation, and absentee ballot return verification) specific to the applicant's locale. This will serve as the metric for the identification of successes of the proposed product.
- How the development of the proposal will improve services for military and overseas voters in not only the applicant's jurisdiction, but also whether or not it could benefit those of other jurisdictions.
- Security measures to be instituted to protect users' personal identifying information and any transmitted election material.

**Schedule and Milestones:**

(Two [2]-page limit)

Provide a summary of the proposal schedule. Describe the intervals in which milestones will be assessed for progress.

**Management Approach:**

(Eight [8]-page limit)

Provide past, present or proposed collaborative activities with other institutions/entities, such as other States, territories, local jurisdictions or federal agencies. The management approach must address the applicant's goal to develop the research product and/or tools that meet FVAP's research objectives to assist military and overseas voters. The applicant should address the methodology of their proposal to illustrate what will be executed and demonstrate how the research product or tool will be developed. The management approach must incorporate financial management, identification of milestones and measures of success.

The management approach must also include the following:

- definition and formalization of the applicant's strategic goals;
- analysis and measurement of current processes;
- identification of each process and the elements related to the processes;
- identification of potential risks and mitigating strategies;
- formalization of performance indicators for each process;
- justification for the modification to the existing processes;
- projections of the effectiveness of modifications; and
- measurements of performance.

**Current and Pending Project Proposal Submissions:**

(Not included in page limitations)

Applicants are required to provide information on all current and pending support for ongoing projects and proposals, including subsequent funding in the case of continuing contracts, grants,

and other assistance instruments. Applicants shall provide the following information of any related or complementary proposal submissions from whatever sources (e.g. federal, State, local or foreign government agencies, public or private foundations, industrial or other commercial organizations).

The information must be provided for all proposals already submitted or submitted concurrently to other possible sponsors. Concurrent submission of a proposal to other organizations will not prejudice its review by FVAP:

- title of Proposal and Summary;
- source and amount of funding (annual direct costs; provide contract and/or grant numbers for current contracts/grants);
- percentage effort devoted to each project;
- identity of prime applicant and complete list of subcontractors, if applicable;
- technical contact (name, title, address, phone/fax, and email address);
- period of performance;
- proposed project and all other projects or activities requiring a portion of time of the senior personnel must be included, regardless if salary is received from the project(s);
- award period and amount including indirect costs as well as the number of person-months or labor hours devoted to the project(s), regardless of support; and
- how projects are related to the proposed effort and indicate the degree of overlap.

### **BUDGET PROPOSAL**

The Applicant **shall** use the Grants.gov forms from the application package template associated with the BAA located at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp). A separate Adobe PDF document should be included in the application providing appropriate justification and/or supporting documentation for each cost category proposed. All costs must be listed, justified and match the scope of the effort.

The Applicant shall submit an URL link to its most recent Consolidated Annual Financial Report (CAFR). If a link is not available, the full Report **shall** be submitted to the DHRA Grants Officer upon notice of award recommendation.

The Applicant shall also submit a justification for the proposal based on the Return on of Investment (ROI) analysis. This analysis should include a comparison of cost versus benefits based on initial investments and a detailed description of ROI measures. The ROI statement analysis should also include the expected number of additional registrations, absentee ballot applications, information inquiries, ballot transmissions, ballot markings, or ballot returns that are successfully completed.

## **Itemized Budget:**

The itemized budget should contain a detailed list of the following:

### Direct Labor:

List individual labor categories or persons, with associated labor hours and unburdened direct labor rates.

### Administrative and clerical labor:

Salaries of administrative and clerical staff are normally indirect costs (and included at an indirect cost rate). Direct charging of these costs may be appropriate when a major project requires an extensive amount of administrative or clerical support significantly greater than normal and routine levels of support. Budgets proposing direct charging of administrative or clerical salaries must be supported with a budget justification that adequately describes the major project and the administrative and/or clerical work to be performed.

### Fringe Benefits and Indirect Costs (F&A, Overhead, G&A, etc.):

The proposal should show the rates and calculation of the costs for each rate category. If the rates have been approved or negotiated by a Federal Government agency, provide a copy of the memorandum and/or agreement. If the rates have not been approved or negotiated, provide sufficient detail to enable a determination of allowability, allocability and reasonableness of the allocation bases, and how the rates are calculated. Additional information may be requested, if needed. If composite rates are used, provide the calculations used in deriving the composite rates.

### Consultants:

Provide a breakdown of the consultant's hours, the hourly rate proposed, and any other proposed consultant costs, a copy of the signed *Consulting Agreement* or other documentation supporting the proposed consultant rate/cost, and a copy of the consultant's proposed statement of work.

### Materials and Supplies:

Provide an itemized list of all proposed materials and supplies including quantities, unit prices, proposed vendors (if known), and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

### Other Direct Costs:

Provide an itemized list of all other proposed direct costs such as contractors, equipment rental/user fees, report and publication costs, and the basis for the estimate (e.g., quotes, prior purchases, catalog price lists).

## **SIGNIFICANT DATES AND TIMES**

The **final** due date for receipt of all full Applications (and modifications thereto) is 5:00PM (ET) 45 Calendar Days after posting of this notice or until replaced by a successor BAA, whichever first occurs. Submission of Applications is acceptable at any time during this period.

Questions and/or requests for clarification are due no later than 10 calendar days after the posting of the announcement.

### **Submissions of Grant Proposals through Grants.gov:**

For electronic submission of full Applications, several one-time actions must be completed in order to submit an application through Grants.gov. These include obtaining a Dun and Bradstreet Data Universal Numbering System (DUNS) number, registering in the System for Award Management (SAM), and registering with Grants.gov. See <http://www.grants.gov/GetStarted>.

Use the Grants.gov organization Registration Checklist at [http://www.grants.gov/applicants/register\\_your\\_organization.jsp](http://www.grants.gov/applicants/register_your_organization.jsp), which will provide guidance through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called “MPIN” are important steps in the CCR registration process. **Applicants who are not registered with SAM and Grants.gov should allow at least 21 days for completing these requirements.** The process should be started as soon as possible. Any questions relating to the registration process, system requirement, how an application form works, or the submittal process **must** be directed to Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

### **Special Notices Relative to Grant Applications to be submitted through Grants.gov**

All attachments to grant applications submitted through Grants.gov must be in Adobe Portable Document Format (PDF file).

After upload of proposals to Grants.gov, the Applicant will receive an e-mail indicating the proposal has been submitted and that Grants.gov will take up to two days to validate the proposal. Grants.gov may reject the proposal during the validation process. Therefore, Applicants who have registered with Grants.gov are urged to submit their proposals electronically at least three days before the date and time Applications are due so that it will **not** be received late and be ineligible for award consideration. The DHRA-PSO Grants Officer **is** authorized to accept LATE applications on a case-by-case basis.

### **APPLICATION REVIEW INFORMATION**

#### **Evaluation Criteria**

The DHRA-PSO (on behalf of FVAP) intends to award multiple grants based on a competitive selection of Applications that incorporates technical criterion and reviews of proposed budgets. The basis of the technical evaluation is the five criteria. Proposed budgets will be reviewed to determine that the Applicant has reliably demonstrated its ability to relate financial data to the proposed effort.

All Applications are evaluated against the technical criterion listed in the “Additional Information” section of this announcement using the following:

Table 1: Technical Assessment

Outstanding	The proposal <b>exceeds</b> stated objectives of the Funding Opportunity Description, as reflected through a comprehensive, outstanding approach. The response is complete in terms of basic content and level of information the Government seeks for evaluation. There is a high probability of success and minimal risk that this Applicant would fail to meet the quality milestone requirements proposed for completion. Minor weaknesses, if any, need not be corrected to make award.
Acceptable	The proposal <b>meets</b> the stated objectives of the Funding Opportunity Description. The response is considered complete in terms of the basic content and level of information the Government seeks for evaluation. There is a reasonable probability of success and little risk that this Applicant would fail to meet the quality and milestone requirements proposed for completion. Minor weaknesses, if any, <b>may not</b> need to be corrected to make award.
Marginal	The proposal <b>does not clearly meet</b> the stated objectives of the Funding Opportunity Description and has not demonstrated an adequate approach and understanding of the stated objectives. The proposal has one or more weaknesses which are <b>not</b> offset by strengths. Risk of unsuccessful completion is high.
Unacceptable	The proposal <b>fails to meet</b> the stated objectives of the Funding Opportunity Description. The response is considered deficient in terms of the basic content and level of information the Government seeks for evaluation. <b>The degree of risk is so high that an award cannot be made against the proposal. Any proposal receiving this rating will not be considered for award.</b>

The intent is to review Applications (and supporting documentation) as soon as possible after the deadline of receipt; however, Applications (and supporting documentation) may be reviewed periodically for administrative reasons, prior to and after grant award.

### Evaluation Process

Only Department of Defense employees will be utilized to manage and coordinate the evaluation of Applications.

Recommendations for grant award(s) are the sole responsibility of the Government.

The review process identifies those proposals that meet the established technical criteria and are, therefore, may be recommended grant awards by the Government. It is policy to ensure

impartial, equitable, comprehensive proposal evaluations and to select sources whose proposals meet the Government's technical, policy and programmatic goals.

The review will evaluate proposals to (a) determine if the application meets the program-specific award and application requirements and (b) evaluate each proposal using the technical evaluation criteria. This panel will make a recommendation to the Director of FVAP. The DHRA-PSO Grants Officer is the final Source Selection Official; the Grants Officer will make the final decision as to which recommended application(s) will receive funding.

## **AWARD ADMINISTRATION INFORMATION**

### **System for Award Management (SAM) Registration**

Applicants are required to register in SAM prior to award of any grant under this BAA. Information on SAM registration is available at <https://www.sam.gov/portal/public/SAM/>

### **Certifications**

Grant awards greater than \$100,000 require a certification of compliance with a national policy mandate concerning lobbying. Grant applicants shall provide this certification by electronic submission of SF424 as a part of the electronic proposal submitted via Grants.gov (complete Block 17 of the SF 424). The following certification applies to each applicant seeking federal assistance funds exceeding \$100,000.

### **Wide Area Work Flow (WAWF)**

Awarded Grant Recipients are required to submit invoices for payment directly at <http://wawf.eb.mil> WAWF registration is required within 10 days following award of any grant awarded under this BAA.

### **Certification Regarding Lobbying Activities**

No Federal appropriated funds have been paid or will be paid by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The applicant shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Selection Notification**

Applicants that are recommended for award will receive a pre-award notice via e-mail from the DHRA-PSO Grants Officer. The Government may initiate negotiations if the proposal has been selected for immediate funding.

### **Post Award Reporting Requirements**

**Progress Reports:** As specified in 32 CFR 33.40, Grantees shall submit semi-annual progress reports. The due date for submission is thirty (30) days after each reporting period. Reporting periods will be based on the Federal Fiscal Year (October – September). The final performance reports will be due ninety (90) days after the expiration or termination of the grant award.

**Data Reports:** Grantees shall submit data reports on their research project. The due date for submission is sixty (60) days after each federal election. Data reporting materials (template and instructions) are on Grants.gov as an attachment to this Announcement. An FVAP online submission mechanism will be in place for data report submission in the future. Until the establishment of this online reporting system, data reports must be submitted on the template provided.

**Financial Reports:** As specified in 32 CFR 33.41, financial reports (Standard Form (SF) 425 shall be required, no more frequently than quarterly. The due date for submission are thirty (30) days after the reporting period. Reporting periods will be based on the Federal Fiscal Year (October – September).

## **AGENCY CONTACTS**

### **Business Points of Contact:**

Mr. Robert (Bob) Lavelle  
Grants Officer  
Defense Human Resource Activity – Procurement Support Office  
4800 Mark Center Drive  
Alexandria, VA 22035-5000  
[bob.lavelle@osd.pentagon.mil](mailto:bob.lavelle@osd.pentagon.mil)  
Telephone: 571-372-2614

### **Technical/Program Points of Contact:**

Ms. Robin Burgess  
Program Officer  
Federal Voting Assistance Program  
4800 Mark Center Drive  
Alexandria, VA 22350-5000  
[robin.burgess@fvap.gov](mailto:robin.burgess@fvap.gov)  
Telephone: 571-372-0744

Mr. Paddy McGuire  
Deputy Director  
Federal Voting Assistance Program  
4800 Mark Center Drive  
Alexandria, VA 22350-5000  
[paddy.mcguire@fvap.gov](mailto:paddy.mcguire@fvap.gov)  
Telephone: 571-372-0739

### **OTHER INFORMATION**

#### **Organizational Conflicts of Interest:**

All applicants and proposed contractors must affirm whether they are providing scientific, engineering, and technical assistance (SETA) or similar support to any DoD office(s) through an active contract or subcontract. All affirmations must state which office(s) the applicant supports and identify the prime contract numbers. Affirmations shall be furnished at the time of proposal submission. All facts relevant to the existence or potential existence of organizational conflicts of interest must be disclosed. The disclosure shall include a description of the action the applicant has taken or proposes to take to avoid, neutralize, or mitigate such conflict. Without prior approval, a recipient cannot simultaneously be a SETA and a research and development performer. Proposals that fail to disclose potential conflicts of interests or do not have acceptable plans to mitigate identified conflicts will be rejected without technical evaluation and withdrawn from further consideration for award. If a prospective applicant believes that any conflict of interest exists or may exist (whether organizational or otherwise), the applicant should promptly raise the issue with the DHRA-PSO Grants Officer by sending his/her contact information and a summary of the potential conflict by e-mail to the Business Point of Contact, before time and effort are expended in preparing a proposal and mitigation plan. If, in the sole opinion of the Government after full consideration of the circumstances, any conflict situation cannot be effectively avoided or mitigated, the proposal **may** be rejected without technical evaluation and withdrawn from further consideration for award under this BAA.

#### **Project Meetings and Reviews:**

Individual program reviews between FVAP and the grant Recipient may be held as necessary. Program status reviews may also be held to provide a forum for reviews of the latest results from experiments and any other incremental progress towards the major demonstrations. Interim

meetings are likely; such meeting could be accomplished via video telephone conferences, telephone conferences, or via web-based collaboration tools.

### **Proprietary Information**

Proposers are responsible for identifying proprietary information to DHRA and FVAP. Proposals containing proprietary information must have the cover page and each page containing such information clearly marked. Proprietary Information must not be included in the schedule and milestones or the statement of work.

**Please note that only the DHRA Grants Officer can bind the Government to grant awards under this Broad Agency Announcement (BAA). Further, any pre-award notice indicating that a proposal was successful; neither obligates the Government to make an award nor commits the Government to reimburse any pre-award costs incurred in anticipation of an award.**