

State of Wyoming
Application for Health and Human Services Grant Monies
Help America Vote Act – Voting Access for Individuals with Disabilities
(VOTE) CFDA #93.617

***DEADLINE: All submissions must be received at the
Secretary of State's Office by 5:00 PM on Tuesday, November 1, 2011.***

County: _____ Date: _____

Contact: _____ Telephone: _____

Total Funding Request: \$ _____

Secretary of State Use Only:

Date Received: _____

Date Reviewed: _____

Amount of Funding Awarded:

Category 1: \$ _____

Category 2: \$ _____

Category 3: \$ _____

Category 4: \$ _____

Total Amount Awarded: \$ _____

State of Wyoming
Application for Health and Human Services Grant Monies
Help America Vote Act – Voting Access for Individuals with Disabilities
(VOTE)

The State of Wyoming will distribute additional funds of the Voting Access for Individuals with Disabilities (VOTE) Grant, CFDA #93.617, to improve the accessibility of polling places throughout the state. *All submissions must be received at the Secretary of State's Office by 5:00 p.m. on Tuesday, November 1, 2011. Project should be completed by June, 2012.*

Office of the Secretary of State
Elections Division
200 West 24th Street
Cheyenne, Wyoming 82002-0020.

Name of County Clerk: _____ Name of County: _____

Designee preparing application, if any: _____

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Address: _____ Telephone number: _____

E-mail address: _____ Fax number: _____

EAID Grant funds are available **only** for purposes in the following categories:

1. To make polling places, including the path of travel, entrances, exits, and voting areas of each polling facility, accessible to individuals with the full range of disabilities (e.g., blindness or visual impairment, deafness or hearing impairment, mobility-related, dexterity-related, emotional, or intellectual).
2. To provide the same opportunity for access and participation (including privacy and independence) to individuals with the full range of disabilities as for other voters.
3. To train election officials, poll workers, and election volunteers on how best to promote the access and participation of individuals with the full range of disabilities in elections for Federal office.
4. To provide individuals with the full range of disabilities with information about the accessibility of polling places.

I certify that **reimbursement** for the costs of these projects from VOTE Grant funds will be sought only for the above stated purposes and that the activities undertaken to achieve these purposes will be conducted in accordance with the attached assurances. I further certify that to the best of my knowledge and belief, all data in this application is true and correct.

Signature of County Clerk or Designee

Printed Name

Date

Project Description: Please answer the following questions, and copy and use this form for each polling place renovation or group of polling places needing similar minor improvements. Please attach a copy of the Contractor's or Vendor's cost estimate for each project.

1. The priority number assigned to this project is _____.
2. Precinct number and name of polling place: _____
3. Type of project – funding category: _____
4. ITEMIZED cost of renovation(s) of this/these polling place(s): _____
(Attach extra sheets as necessary.)
5. Contractor's or Vendor's name, address, and telephone number: _____

6. Is this a temporary ___ or a permanent ___ improvement? (Please check one.)
7. Is there an accessible alternative which will not be used? Yes ___ No ____.
If yes, please explain. (Attach extra sheets as necessary.)

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8. Describe the project in some detail. (Attach extra sheets or supporting information as necessary.)

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CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

1. Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee.
 2. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.
 3. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.
 4. By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.
 5. The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.
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CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms ‘covered transaction’, ‘debarred’, ‘suspended’, ‘ineligible’, ‘lower tier covered transaction’, ‘participant’, ‘person’, ‘primary covered transaction’, ‘principal’, ‘proposal’, and ‘voluntarily excluded’, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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Certification Regarding Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

- (1). The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a). Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b). Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c). Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d). Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2). Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

UNOFFICIAL VERSION; FOR REFERENCE PURPOSES ONLY

Instructions for Certification

- (1). By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2). The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3). The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4). The terms ‘covered transaction’, ‘debarred’, ‘suspended’, ‘ineligible’, ‘lower tier covered transaction’, ‘participant’, ‘person’, ‘primary covered transaction’, ‘principal’, ‘proposal’, and ‘voluntarily excluded’, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

- (5). The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6). The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7). A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (8). Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9). Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

UNOFFICIAL VERSION; FOR REFERENCE PURPOSES ONLY

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

- (1). The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2). Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Signature of participant/contractor (not county)

Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645(a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central pint is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements

Instructions for Certification

- (1). By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (2). The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3). For grantees other than individuals, Alternate I applies.
- (4). For grantees who are individuals, Alternate II applies.
- (5). Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no

application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

- (6). Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (7). If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
- (8). Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

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Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals) The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b). Establishing an ongoing drug-free awareness program to inform employees about –

- (1). The dangers of drug abuse in the workplace;
 - (2). The grantee's policy of maintaining a drug-free workplace;
 - (3). Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4). The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c). Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d). Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –
- (1). Abide by the terms of the statement; and
 - (2). Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e). Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f). Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted –
- (1). Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2). Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g). Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

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The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Alternate II. (Grantees Who Are Individuals)

- (a). The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b). If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant. [55 FR 21690, 21702, May 25, 1990]

**UNOFFICIAL VERSION; FOR REFERENCE PURPOSES ONLY
CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1). No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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.
- (2). 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3). The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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. Code. 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.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Title: **UNOFFICIAL VERSION; FOR REFERENCE PURPOSES ONLY**

Organization: _____

Final Project Report upon Completion: Please answer the following questions, and use this form for each polling place. Attach Contractor's and Vendor's bills after your verification that they are correct and attach to the completed Request for Reimbursement form.

1. Precinct number and name of polling place: _____
2. Estimated cost of renovation(s) of this polling place: _____
3. Final cost of renovation(s) of this polling place: _____
4. Contractor's or Vendor's name, address, and telephone number: _____

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Documents to be submitted with this reimbursement request:

- _____ Contractor and vendor bills, verified for accuracy
- _____ Before and after pictures for construction or remodeling projects
- _____ Evidence of attempts to purchase American-made products
- _____ Evidence of appropriate advertising of solicitations, if applicable
- _____ Copies of contractors certified payroll reports, if applicable
- _____ Support of proper procurement procedures
- _____ Copy of Excluded Parties List System printout search for contractor, if applicable. Or completed certification signed by contractor from page 7 of this application.

Round IX
Request for Reimbursement
Copies of invoices must be attached

County _____

	Category 1	Category 2	Category 3	Category 4	Total
Precinct number and name of polling place	Accessibility (polling place)	Accessibility (voting aids)	Training	Information	
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Total requested _____

Balance remaining _____

Date

I certify the reimbursement request is true and accurate:

Signature of County Clerk

Pay Approval/Deputy Secretary of State

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Guidelines for Completing Applications for Health and Human Services VOTE Grant Monies for Improving Accessibility of Polling Places

The State of Wyoming will distribute the remaining funds of the VOTE Grant from the U.S. Health and Human Services Department. The involvement of the County Clerks is essential to accomplishing the goal of improved accessibility of polling places for individuals with disabilities. If your county needs to improve the accessibility of polling places, please apply for a grant and refer to these guidelines when completing the application:

- (1). Applications must be **received in the Office of the Secretary of State no later than 5:00 PM Tuesday, November 1, 2011**, and they will be reviewed and monies awarded by the VOTE Grant Review Committee based on the applications and availability of funds.
- (2). **The projects shall be completed no later than June, 2012**
- (3). In determining whether each polling place is fully accessible, please consider the following questions:
 - (a). Interior Access
 - (i). Is there a clear path from the entrance to the voting area?
 - (ii). Are there any doors on the path to the voting area?
 - (iii). Do all of the doors have lever-type handles or push-plates so that twisting a door knob is not required?
 - (iv). Can doors be opened without too much effort?
 - (b). Voting Assistance:
 - (i). Are ballots available in large print or braille?
 - (ii). What training has taken place to acquaint poll workers with the means to communicate with persons who have hearing impairments or are deaf?
 - (iii). Is there a voting booth for persons with physical disabilities?
 - (iv). What accessible equipment is available for persons with disabilities? (i.e. touch screens)
 - (a). Signage:
 - (i). Are braille signs available showing exits; location of stairs; location of elevators; location of restrooms; etc.?
 - (ii). Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?
 - (iii). Do elevators have braille signage indicating open/close, floor numbers, emergency help, etc.?
 - (b). Additional Access:
 - (i). Are amenities such as drinking fountains and public telephones accessible to people with disabilities?
 - (c). Parking
 - (i). Is accessible parking available?
 - (ii). Is the accessible parking as close as possible to the entrance?
 - (iii). Is the accessible parking clearly marked?

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- (d). Ramps and Curb Cuts
 - (i). Do the sidewalks leading to the polling place have curb cuts?
 - (ii). Does the polling place have ramps or is access barrier free?
 - (iii). Are there handrails on both sides of ramps?
 - (e). Entrance
 - (i). Is at least one entrance to the building wheelchair accessible?
 - (ii). If the main entrance is not accessible, does a sign direct people to the accessible entrance?
 - (iii). Are doors to the polling place wide enough so people using wheelchairs or other assistive devices (walkers, canes, etc.) can enter?
 - (iv). Can alternate accessible entrances be used independently?
 - (f). Restrooms
 - (i). Are available restrooms accessible (i.e. wide aisles, bars, etc.)? Note: If public restrooms are available, they must be accessible.
 - (ii). Are there signs at inaccessible restrooms that give directions to accessible ones?
- (5). Possible projects include but are not limited to those listed below.
- (a). Interior signage
 - (b). Doorway widening
 - (c). Push plates
 - (d). Lever door knobs
 - (e). Repair or replacement of door thresholds
 - (f). Hand rails
 - (g). Outdoor signage (for handicapped parking and accessible entrances)
 - (h). Paving handicapped parking areas
 - (i). Striping for handicapped parking pavement
 - (j). Curb cuts for wheelchairs
 - (k). Ramps - permanent or portable
- (6). Funding is not necessarily limited to public buildings when private facilities are essential to rural precincts and long term use of the property for voting purposes is assured.
- (7). **Please prioritize your projects. Projects should be listed from most essential to least essential. Please indicate which polling places are most in need of improvement and for those with multiple improvements needed, indicate which of those is/are most needed.**
- (8). The cost of each significant renovation must be estimated separately by the contractor who has agreed to perform the services. We suggest you start to gather cost estimates immediately.
- (9). The cost of the same kind of relatively minor up grades to multiple polling places (e.g. signage or hand rails) may be estimated together and included on the same sheet.
- (10). Seeking the assistance of county purchasing and contracting departments is strongly recommended.

- (11). All accessibility improvements must conform to ADA Accessibility Guidelines for Buildings and Facilities (ADAAG). Questions may be directed to, Ms. **Jacki Walker**, Facilities Planning and Construction/ADA, Department of Administration and Information, State of Wyoming, **(307) 777-7162**.
- (12). The VOTE Grant Review Committee Chair will be announced. The Committee will consider the priority assigned to each project by the County Clerk applying.
- (13). County Clerks may address questions relating to the grant application process to Lori Klassen at 307-777-7186.
- (14). On completion of a project, the County Clerk shall verify that it is complete and that the bill is appropriate by signing her/his name on the reimbursement request and forward along with the final report of the project.

Office of the Secretary of State
Elections Division
200 West 24th Street
Cheyenne, Wyoming 82002-0020

- (15). When all is in order, the Secretary will authorize payment to the county.

[End]

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