

Sample Award Letter for HHS Accessibility Grant

Dear County Clerk:

The Secretary of State has concluded the review of applications for Federal Funds from the U.S. Secretary of Health and Human Services under the Help America Vote Act, to assist your county in making Idaho's polling places accessible to individuals with disabilities.

Your county will be awarded \$_____ to assist in making your polling places accessible as detailed in your application. Specifically:

(Description of remedy and funds)

The award is a reimbursement grant and requires that our office reimburse a county when an invoice or receipt is received. This office will make every effort to disburse payment within two days of receiving the county's documentation of expenditure.

By accepting this award, you agree to carry out the grant in accordance with the conditions and assurances contained in the grant application. In addition, the following reporting requirements must be met:

Narrative Report – This report must describe how the funds are used in regard to the activities authorized under the Help America Vote Act. This report is due on March 1, 2006 for the prior year's activities for the duration of the grant.

Failure to submit reports on time or failure to meet the conditions and assurances of the grant may be basis for suspension or termination of the grant and may require repayment of any grant monies received.

Finally, if there are any other improvements you would like to make to assure accessibility to your polling places please let me know. I will be happy to work with you to secure grant funds as long as they are available.

Please do not hesitate to contact our office at 334-2852 if you have any questions.

Sincerely,

HAVA Coordinator

Enclosures: as cited

