U.S. ELECTION ASSISTANCE COMMISSION
1201 New York Avenue NW, Suite 300
Washington, DC. 20005

FREQUENTLY ASKED QUESTIONS

Logic and Accuracy Testing & Post Election Audit Grant

Date: January 28, 2011

1. **Can non-profit, educational or for-profits organizations apply for funding?**
   a. Non-profit, educational and for-profits institutions can apply in partnership with a state or local government; however, a state or local unit of government must be the primary applicant on the proposal.

2. **If a state and local government collaborate, can the maximum funding limits be combined?**
   a. No. The maximum funding limits for a proposal is determined by the primary applicant. For instance, a state applicant working with a local government can apply for a maximum of $230K.

3. **Can an organization be a sub-recipient on more than one application?**
   a. Yes. An organization can be a sub-recipient on more than one application; however, there can only be one submission by each governmental unit. If a sub-recipient receives funding from multiple EAC awards, the project scope and budget may be reviewed for overlap prior to award.

4. **Do contracting and Request for Proposal (RFP) procedures apply to the sub-recipient agreements on these proposals?**
   a. Applicants should follow their own laws, policies and procedures when determining whether the agreements should follow RFP procedures. Many organizations make a distinction between contracts (procurement) and sub-recipient agreements. Generally, the procurement mechanism is applicable for fixed-price items where the end products are clearly defined in advance; whereas, sub-recipient agreements provide unique services on a cost-reimbursable basis. Sub-recipient organizations are usually involved in the design and development in the proposal and perform a substantial part of the activities. Applicants can investigate whether their organization has any mechanisms for entering into non-procurement partnerships.

5. **When submitting a "blended" application that combines both Logic & Accuracy Testing and Post-Election Audit projects, is there a particular format for how the application should be submitted?**

   a. No. In order to allow applicants flexibility in designing their proposals, EAC does not specify the exact format for submitting blended applications. For instance, applicants can submit two separate budget pages – one for L&A and a second for Post-election Audits, or they can submit one combined budget for both portions. Applicants can also choose to organize the narrative portion to reflect separate portions of the project, or combined as one. However, the limits of 3,000 characters for the project abstract and 25,000 characters for the program design, organizational capacity, and budget/cost effectiveness portions of the application still apply. An 18 page limit, including images, applies to applications (please see question #9 below). The maximum funding limits listed on page 11 of the funding announcement also apply to blended applications; and the application should be organized in the order listed on page 15 of the announcement.

6. **Can applicants submit additional information as an appendix to the application?**

   a. No. Applicants should describe any background information completely in the narrative portion of the application. No appendix material will be accepted at this time with the application. Should there be any questions regarding the application, EAC will request additional information from the applicant.

7. **Is the indirect cost rate limited to five percent even for universities and organizations with negotiated rates?**

   a. Yes. For this program, organizations can recoup a maximum of five percent of total direct costs as indirect costs. If an organization has a negotiated indirect cost rate higher than five percent, the portion in excess of the five percent can be considered a matching contribution in the budget.

8. **Are pre-award costs allowable on this grant award?**

   a. Successful grant applicants may request approval for costs incurred before the start of the budget period, provided that the costs are necessary to the conduct of the project and would be allowable under the grant terms. Pre-award costs are always at an applicant's own risk.

9. **Can images be included in the application for clarification?**

   a. Images can be included in the application; however the following limitations apply. For the Executive Summary, the addition of one image is acceptable provided that the purpose is merely to clarify and not to circumvent the 3,000 character limit.

For the Project Narrative Statement of the application, the character limit of 25,000 characters applies to text only applications. For applications that include images, the application is limited to 18 pages.

10. **What does it mean to have a performance period of 36 months, but budget period of 24 months?**
    a. Applicants should submit budget and project plans for up to 24 months of support. In instances when there may be delays on the project, the grant recipients may request a no-cost extension of up to 12 months to complete the proposed work for a total of 36 months. However, applicants should aim for projects that can be completed in the 24 month timeframe.

11. **Is submitting an Intent to Apply required in order to apply for announcement?**
    a. While we would appreciate notification of your organization's intent to apply, it is not required. We welcome all eligible submissions.

12. **Who do we contact for questions during the application process?**
    a. If you have any questions regarding this announcement or the application process, please contact Debbie Chen 202-566-2166 dchen@eac.gov, or Joshua Franklin 202-566-0358 jfranklin@eac.gov.