



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

FREQUENTLY ASKED QUESTIONS
2009 College Poll Worker

- 1. Are state, county, or local governments eligible to apply?**
 - a. State, county, and local governments are not eligible to apply as the official legal applicant. The 2009 HAVA College Poll Worker Program is only open to public and private institutions of higher education and non-profits organizations. However, the success of any program will depend on partnerships with state and local election offices; so if these offices are interested, they could reach out to education and non-profit partners to get involved in a program or to encourage them to apply.

- 2. Is there a definition of a college student?**
 - a. We do not distinguish between different types of students (undergraduate, graduate, part-time, etc.) as long as they are enrolled at a college or university.

- 3. Can we run a voter registration drive in conjunction with the poll worker recruitment?**
 - a. Yes, so long as EAC grant funds are not used to fund this activity and the activity is clearly distinguishable from the activities supported by the grant. Voter registration and get-out-the-vote activities are not allowable expenditures under this program.

- 4. Poll workers are required to be affiliated with a political party in our state. Are we still eligible to apply given the prohibition on partisan activities described in the funding Notice?**
 - a. Yes, the prohibition refers to partisan campaign activities, not official duties associated with being a poll worker.

- 5. Is the ceiling amount of a new individual award \$75,000 per year for two years (\$150,000 total federal grant), or is it \$75,000 for two years (total two-year award of \$75,000).**
 - a. It is a total of \$75,000 for up to the entire two-year grant period. Additional funding to expand proposed 2010 activities in the second year of the grant may be awarded subject to availability of funds and demonstrated progress toward approved performance measures. Note: your proposed budget can cover up to 24 months, but can also be less. An applicant could propose a one-year program beginning in December 2009 through December 2010, for example.

- 6. Will EAC reimburse for pre-award expenses made in preparation for fall poll worker recruitment before receipt of the Notice of Grant Award?**
 - a. EAC will allow applicants to request pre-award expenses once applicants have been notified that they are approved for an award.

- 7. Does the EAC seek programs that train able poll workers to assist voters with disabilities or is there an additional goal of recruiting individuals with disabilities as poll workers?**
 - a. New applicants are not required to have a program that accomplishes these goals; however, EAC is interested in funding programs that propose development of curriculum, training guides, and best practices associated with recruiting poll workers with disabilities and making polling places more welcoming and accessible to those with disabilities. Note, however, that there is no requirement that applicants must recruit poll workers with disabilities. 2008 grantees re-competing for this year **MUST** propose a program that addresses these program areas/issues.

- 8. Must applicants conduct a program in 2009 or can applicants propose projects for one or more elections in 2010?**
 - a. Applicants may propose planning and/or scaled down activities in the 2009 election cycle in preparation for larger initiatives for the 2010 election cycle. EAC understands that not all jurisdictions have elections in 2009. Some applicants may wish to conduct two elections in 2010 or they may wish to devote resources to developing a larger initiative only for the November general election. EAC will not limit the possibilities. Applicants should propose a program that both meets the goals and objectives of the College Poll Worker Program and is reasonable given your regional and local circumstances.

- 9. Are we able to partner with organizations in other states or jurisdictions by filing a joint application?**
 - a. Yes, an application may be developed jointly by more than one agency or organization, although the application must identify one organization as the legal applicant. The other participating organizations can be included as co-participants, sub-grantees, or subcontractors.

- 10. If we received a grant from EAC in 2004 or 2006, are we eligible to apply as new grantees?**
 - a. Yes. Only 2008 College Poll Worker Program grantees are restricted to applying as re-competing grantees and must use funds to support new partnerships with university offices of disability and other disability support groups to develop innovative programs to recruit poll workers with disabilities and/or develop new training material that helps all poll workers create more receptive polling place environments on Election Day.

11. What are examples of allowable costs?

- a. Some examples of allowable costs are:
 - i. Salaries for Project Coordinators and assistants
 - ii. Recruitment materials such as flyers, brochures, and t-shirts
 - iii. Websites and social network strategies for marketing
 - iv. Training materials
 - v. Community Volunteer recruitment and training
 - vi. Travel expenses for students serving as poll workers on Election Day
 - vii. Surveys and analysis of participation rates, reactions, and recommendations

12. Can we pay a stipend to students?

- a. Generally, yes, students can receive a stipend for attending training or participating in the program. We would allow stipends or recognition for participation or enticements for serving as poll workers. We will not pay for cash prizes or awards for competitions. A grantee would not be prohibited from using in-kind or non-federal funds to provide prizes. One thing to note: when the students serve as poll workers, most jurisdictions will give them a stipend. The program does not allow students to receive stipends when they are already being paid by the jurisdiction where they will be serving as a poll worker. In other words, no double payment for serving as poll workers should be made to students.

13. What can't funding be used for?

- a. Funds cannot be used for alcoholic beverages, debt, contingencies, contributions to other entities, entertainment (including costs of amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, gratuities, and prizes), goods or services for personal use, organization costs (such as incorporation fees, brokers' fees, fees to promoters, management consultants, attorneys, accountants, or investment counselors), religious activities, lobbying, voter registration, and get-out-the-vote expenditures.

14. Are indirect costs allowable?

- a. Grantees may recover indirect costs under this grant up to 5 percent of the total federal share of the grant. If an applicant has an approved federal indirect cost rate the remainder of the indirect costs can be used as a matching contribution. Applicants without an approved indirect rate may not claim indirect costs as a matching contribution.

15. Who are the past recipients of this award?

- a. Information about past programs and past grantees can be found on the EAC website here:
http://www.eac.gov/payments_and_grants/help_america_vote_college_program.a.spx.

16. What federal forms do we need for the application and does the revision date matter?

- a. No, the revision date does not matter. Links to the specific forms can be found below. Please note that some of these forms are very large and may take some time to download.
 - i. [Standard Form 424 \(SF-424\) Core Form](#)
 - 1. [Budget Information--Non-Construction Programs \(SF 424A\)](#)
 - 2. [Assurances--Non-Construction Programs \(SF 424B\)](#)
 - ii. Certifications:
http://www.eac.gov/payments_and_grants/federal_standard_forms.aspx

17. What is the budget justification?

- a. There is no budget justification form. Rather, you should be sure to complete a written narrative justification for section B.6 of the SF 424A. (Yes, it is a typo on our announcement that indicates Section B.7). The categories on the SF-424A form alone may not suffice for explaining how the expenses are broken down within these categories so you should be sure to include a detailed justification for the categories. This section does NOT count towards the character count for the narrative portion of your application

18. Is there a funding opportunity number or federal award identifier as requested on the SF 424 form?

- a. No, you may leave these blank or put N/A in these sections.

19. The SF 424 does not seem to be fillable form? Can we use a different version that is fillable?

- a. You may use a different version of the SF 424 if it has exactly the same fields as required in the form provided by EAC. You will not be penalized for handwriting either the SF 424 or 424A.

20. Do we need to scan in signatures to the electronic version of the document?

- a. No, the electronic version of the document must be an exact duplicate of the application, but it does not need official signatures.