

July 29, 2004

TO: All County Clerks/Registrars of Voters

FROM: John Mott-Smith

SUBJECT: HAVA GRANT APPLICATION QUESTIONS

Many of you have contacted our office with questions about the Voter Education and/or Pollworker Training Grant Program. Below are answers to some of your questions and some guidelines about how to complete your applications.

Please note that the deadline for applications has been extended. The new deadline is Wednesday, August 11, 2004 at 5 pm.

Through this program, we are interested in finding creative ideas and solutions for training pollworkers and educating voters about the new HAVA requirements. We will provide grants for new or expanded projects and initiatives that will enhance your current pollworker training and voter education programs.

Many of you asked questions about the amount of detail you should supply when providing cost estimates for staff time. We were also asked if expenses like advertising, printing, postage and computer equipment could be included in your proposals. With regard to those questions, we are looking for as much detail as you can provide. We will review all applications in their entirety and based on the reasonableness of the requests.

Your county boards of supervisors do not need to sign off on your grant applications, but they will need to sign off on your contracts if your applications are accepted.

Here are some additional guidelines for your grant applications:

- You may include attachments or appendices with your applications to provide additional details about your programs.

- Please provide a narrative and answer the questions exactly as asked. The narrative and answers to the questions will count toward the 20-page limit.
- If you would like to use an outside vendor for some of your activities, please provide a price quote from the vendor.

We are looking forward to working with you to improve poll worker training and voter education throughout the state. If you have any additional questions or concerns, please feel free to call me at (916) 653-3228.

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