



The Office of Secretary of State

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Brian P. Kemp
SECRETARY OF STATE

Wesley B. Taylor
DIRECTOR OF ELECTIONS

GRANT APPLICATION—ELECTION SUPERINTENDENTS

For Funds to Improve Accessibility of Elections to Individuals with Disabilities

Purpose & Background

Providing polling place accessibility for voters with disabilities is a requirement that each state must meet in order to comply with the Help America Vote Act (HAVA) and the Americans with Disabilities Act (ADA). The Secretary of State will disburse available federal funds to county and municipal election officials. Grant awards may range from a minimum of \$250 to a maximum of \$50,000.

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Use of Funds

Funds must be dedicated toward projects that substantially and primarily improve access to individuals with disabilities. You can make permanent structural improvements to public buildings, and make temporary upgrades to public or private buildings (*e.g.*, portable ramps, door modifications, and signs). General facility upgrades, such as connection of phone or power lines, roof repair, etc., are not eligible for funding. Funds may be used for certain non-facility improvements outlined on pages 4 to 5.

Photographs

Color photos must accompany any proposals for polling place upgrades. Pictures must 1) be current, 2) show the exact area in question (parking lot, doorway, etc.) 3) be sharp, in focus, and free from extreme shadows, and 4) include a caption explaining the scene. (Digital photographs are strongly encouraged, and may be emailed to kgkalisa@sos.state.ga.us.) Provide photos from several angles where needed.

Special note on parking improvements

Grant funds can be used to create or re-surface handicap parking spaces. However, grant funds **CANNOT** be used to pave or re-surface an entire parking lot. For parking requests, indicate **ONLY** the cost of paving handicap parking spaces, not estimates received for paving a full parking lot.

You may pave a full parking lot *at county or city expense*. If you are doing this, you can receive partial grant funding if you ask your bidders or public works department to estimate or pro-rate what the costs of the handicap spaces alone would be. Document that price in your application. We can fund the handicap parking portion of the parking lot, and your county would fund the remainder of the parking lot.

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POLLING PLACE OR ADVANCE VOTING SITE IMPROVEMENTS

Your proposal should be based on site surveys you have previously conducted, and should address your polling places with the greatest needs first. Cost estimates must be documented (such as a price quote from a contractor). Applications with blanks will be returned to the county for completion. Please ensure that at least two cost estimates are solicited. These estimates must be documented.

Permanent Structural Improvements (Public Buildings ONLY)

Name & Address of Polling Place	Specify who owns the facility	Proposed Improvement	Est. Cost
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SUBTOTAL			\$

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TEMPORARY IMPROVEMENTS (PUBLIC AND PRIVATE BUILDINGS)

Product	Name & Address of Precinct	Specify owner of facility	Total Quantity Needed	Cost Per Unit	Total Est. Cost
Parking or Directional Signage					
Portable Ramps (list sizes)					
Handrails					
Mats, threshold covers, planks, or other materials to make the path of travel accessible					
Offset hinges (to widen doors), doorstops (to prop interior doors open), or other door hardware					
Other (please list)					
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SUBTOTAL					\$

Options if temporary products will not make a private facility accessible:

- Ask the owner to make the improvements.
- Ask the governing authority of your jurisdiction to make the improvements at county/city expense.
- You may apply for grant funds if the owner agrees to a contract/lease to serve as a polling place at least through the next three presidential election cycles (12 years or more). Include a copy of the contract with your application along with a statement that the owner and County/City declined to make the improvements.

If you cannot fix the existing facility, find a new polling place pursuant to O.C.G.A. 21-2-265(a). If nothing suitable is found, consider the following:

- Construct a room designed for voting pursuant to O.C.G.A. 21-2-269.
- Use a portable facility (such as a trailer) pursuant to O.C.G.A. 21-2-266(b).
- Select a facility located outside of the precinct pursuant to 21-2-265(e).

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OTHER PERMITTED IMPROVEMENTS

The largest portions of the funds available are designated to be used for facilities upgrades. However, funds may be available if your county/city has innovative proposals for improvements during other steps of the election process.

Outreach to voters with disabilities

Funds may be used for outreach efforts to assisted living centers, senior centers, rehabilitation facilities, hospitals, etc., to discuss assistance available to voters with disabilities at the polls, touch-screen voting options, or absentee voting options.

Type of Effort	Describe	Estimated Cost*
Face-to-face outreach to voters with disabilities, elderly voters		
Public advertising of information on accessibility of polling places and voting		
Printed materials or mailers to voters with disabilities, elderly voters to disseminate information on services for persons with disabilities		
Provide large-print absentee ballot applications and large-print sample ballots to low vision voters		
Development, production, translation, and transcription into Braille or into audio or CD/DVD format, of printed materials to educate or inform voters concerning polling place and voting accessibility		
Audio translations of voter education materials		
Development or improvement of a county/city elections website that is accessible for voters with visual impairments		
SUBTOTAL		\$

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Disability Training for Poll Workers

Training of poll workers by an Americans with Disabilities Act expert, such as a representative from a local disability organization, is encouraged.

Poll Worker ADA Awareness Training	Describe	Estimated Cost
Stipends to compensate disability or accessibility trainers/experts to train poll workers on issues specific to accessibility		
Development, production, translation of video/DVD training materials (if not provided by the SOS)		
Poll worker training that is specific to accessibility and in addition to preexisting training, or a modification/improvement of pre-existing training		
SUBTOTAL		\$

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Grant funds may be used to improve access for voters with disabilities to your Elections/ Voter Registration Office or the Absentee/Advance Voting Precinct. Authorized projects are shown below. (For physical improvements to offices or advance voting sites such as handicapped parking, ramps, doors, or signs, please use Page 2.)

Equipment and Activities Upgrade to Elections/VR office	Describe	Estimated Cost
TTY/TDD Unit		
Providing paperwork in accessible formats		
Chairs for voters who are elderly or who have disabilities to sit while waiting		
Aids to assist voters completing voter paperwork such as magnifying glasses, signature guides, pen and pencil grips, low-vision pens		
Device/System to alert poll workers that a voter is at the curb, door, or otherwise needs assistance		
Tables to provide accessibility for voters who have disabilities		
Other		
SUBTOTAL		\$

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Total Request

Add the subtotals from each section of your proposal including permanent facilities upgrades, temporary improvements, and non-facilities accessibility improvements.

Total Amount Requested: \$ _____

County/
City: _____

Federal Tax ID Number: _____

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Name of Election Superintendent: _____

Title of Election Superintendent: _____

Signature of Election Superintendent: _____

Date: _____ Office Phone No. _____

Mailing Address: _____

**All funding and expenditures may
be subject to State and Federal Audits**

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