



2024 November Election Judge Pay Increase Grant Description

Election judges are essential to the administration of elections in Colorado and the ability to provide up to a \$3 per hour wage increase to election judges will help counties attract and retain skilled and experienced election judges. As authorized under the Help America Vote Act (HAVA), the Secretary of State is making grant funding available to counties who wish to increase the pay of election judges by up to \$3 per hour for the November 5th, 2024, general election.

Reimbursement Eligibility

Each county is eligible to receive up to \$3 per hour worked by election judges during the November 5th, 2024, general election. Each county must only use the funding from the grant for additional pay to election judges working during the November 5th, 2024, general election.

Hours worked by election staff or county staff during an election cannot be included. Each county must increase the pay of all election judges by the same hourly wage increase, up to \$3 per hour, to be eligible for funding under this grant.

These funds must not be used to pay county staff that may be performing election judge duties and must be distributed in a non-arbitrary and nonpartisan manner.

Costs Eligible for Reimbursement

The State will issue initial grant awards to each county after the conclusion of the eligibility period. The county must supply the following information to receive funding:

- Actual amount of the total hours that will be worked by election judges during the November 5th, 2024, general election; and
- The additional hourly rate the county provided all election judges, up to \$3.00 per hour.

Note: If you receive grant funding for this additional election judge pay, you will NOT be eligible to be reimbursed for that same amount under the statutory reimbursement formula in Section 1-5-505.5, C.R.S.

Application and Reimbursement Process: Counties will need to take the following steps to apply for and receive a grant under this program:

1. The county must submit a filled-out grant application to daniel.pickard@coloradosos.gov.

YOU MUST SUBMIT THIS APPLICATION BEFORE OCTOBER 15, 2024, TO BE ELIGIBLE FOR FUNDING UNDER THIS GRANT.

2. The State will review the application and determine the total amount of funding necessary for the increased wages of election judges.

3. The State will distribute a grant agreement that details the total maximum funding to be disbursed to the county based on actual amounts received after the closing of the eligibility period and subject to available funding.

4. **NO LATER THAN DECEMBER 31, 2024**, the county must provide to the State documentation detailing how the funds awarded to the county under this grant were spent. This documentation must include, at a minimum:

- a. The names of each election judge that received additional pay using funds awarded under this grant;
- b. The position of each election judge;
- c. The hours worked by each election judge;
- d. The amount of pay received by each election judge eligible under the grant program;
- e. The total amount of funds eligible under the grant program; and
- f. If necessary, any justification for how funds were distributed.

5. The State will then review the submitted documentation to determine the final award amount and will distribute funds to reimburse the county for eligible costs under this grant up to the maximum amount listed in the grant agreement.

6. Counties must retain invoices and receipts documenting all costs associated with this grant until **three years after the close of the grant**. Invoices and receipts must be submitted to the Secretary of State any time upon request. Counties who receive funding under this grant are solely responsible for retaining documentation proving the expenses incurred. Counties who cannot provide documentation upon request may be required to return grant funding.

If you have questions regarding this grant, please email Daniel Pickard at daniel.pickard@coloradosos.gov or 303-894-2200 ext. 6354.