



Wisconsin Elections Commission

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2023 ACCESSIBLE VOTING EQUIPMENT SUBGRANT REIMBURSEMENT PROGRAM

REQUEST FOR FUNDS & MEMORANDUM OF UNDERSTANDING

BETWEEN

THE WISCONSIN ELECTIONS COMMISSION

AND

(NAME OF MUNICIPALITY, COUNTY)

I. PARTIES

The parties to this Memorandum of Understanding (hereinafter referred to as “MOU” or “agreement”) are the Wisconsin Elections Commission (hereinafter referred to as the “WEC” or the “Commission”) and the (City) (Village) (Town) of _____ in _____ County, Wisconsin. The Commission is the state agency providing an election security subgrant of federal funds to the city, village, or township. The City, Village or Town identified above is the entity receiving a local election security subgrant from the Commission and is referred to herein as the “receiving jurisdiction.” By signing and dating this agreement, the participating City, Village, or Town agrees to the terms of this agreement with the Commission.

II. PURPOSE

The purpose of this MOU is to set forth the requirements that cities, villages and towns must meet to be eligible to receive an accessible voting equipment subgrant from the Commission and the requirements for the use of the funds. The subgrant program is funded by the federal HAVA Election Security Grant which was authorized by the U.S. Congress under Section 101 of the Help America Vote Act of 2002 (P.L. 107-252) (HAVA) and provided for in the Consolidated Appropriations Act of 2023 (Public Law 117-328) and issued by the federal Election Assistance Commission. The purpose of the federal grant is to “improve the administration of elections for Federal office, including to enhance election technology and make election security improvements to the systems, equipment and processes used in federal elections” (CFDA Number 90.404; Federal Award Identification Number (FAIN) EAC-ELSEC18WI).

The purpose of the local election security subgrant is to help improve overall election security of federal elections statewide by providing cities, villages, and towns across the State of Wisconsin with federal election security funds to implement baseline and advanced election security measures.

Wisconsin Elections Commissioners

Don M. Millis, chair | Marge Bostelmann | Joseph Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

III. SUBGRANT PROGRAM REQUIREMENTS

A. Introduction

The Commission’s Election Security Subgrant Reimbursement Program (“subgrant”) is intended to fund jurisdictions who require accessible voting equipment in order to facilitate voting for people with disabilities and ensure compliance with Wis. Stat. § 5.25(4)(a). Each jurisdiction may be reimbursed their actual costs up to \$750.00 under this subgrant.

B. Purchase Accessible Voting Equipment.

The Help America Vote Act of 2002 mandates that accessible voting equipment be available at every polling place so that all individuals can vote independently. HAVA Section 301 specifically requires, “at least one direct recording electronic voting system or other voting system equipped for individuals with disabilities at each polling place.” The voting system shall, “be accessible for individuals with disabilities, including nonvisual accessibility for the blind and visually impaired, in a manner that provides the same opportunity for access and participation (including privacy and independence) as for other voters.”

The following accessible voting systems are currently approved for use in Wisconsin:

Accessible Voting Equipment Vendor/Dealer-Model

Clear Ballot ClearAccess 2.0.1

Dominion Voting - ImageCast Evolution (ICE)

Dominion Voting - ImageCast X (ICX) BMD

Dominion Voting - ImageCast X (ICX) VVPAT

ES&S ExpressVote

ES&S ExpressVote Tabulator

Work with your vendor to ensure purchases are compatible with your existing equipment.

IV. FUNDING

A. Commission staff will award subgrants based on a documented purchase of approved accessible voting equipment and a signed Memorandum of Understanding (MOU). Jurisdictions may receive reimbursement for the actual amount spent for accessible voting equipment or associated accessories, up to a maximum award of \$750.00. The Commission has authorized \$350,000.00 for the Accessible Voting Equipment Subgrant. MOU requests will be reviewed until allocated funds are expended and the submission term has ended.

B. **Purchases must improve the jurisdiction’s compliance with HAVA accessible voting requirements.** The grant is not intended to provide for spare or excess equipment. Subgrant funding decisions based on a jurisdiction’s need, including the amount allocated, are at the sole discretion of the Commission staff administering the subgrant program. Jurisdictions are encouraged to consult with WEC staff in advance to confirm a purchase is eligible for the subgrant. A county purchasing equipment on behalf of a municipality may receive a subgrant award, however only one award will be granted per municipality.

- C. Subgrant period: **March 3, 2023 – June 30, 2024**. All costs must be incurred, including goods or services received during this project period. Invoices may contain future contractual or IT services. Bids, proposals, or purchase orders are not adequate for this subgrant.
- D. Documentation: Receipts or invoices for all subgrant expenditures, showing date and amount for all funds expended, must be submitted with the MOU before a subgrant request will be considered.
- E. Reimbursement processing. Subgrant funds will be distributed in a timely manner after the WEC receives the completed and signed MOU from the jurisdiction. Subgrant funds will be disbursed by electronic transfer to a jurisdiction’s shared revenues account (if available), or via a physical check sent to a jurisdiction’s shared revenues location. For questions related to the processing of subgrant reimbursements, contact the Commission’s financial team via the WEC Help Desk at 608-261-2028 or elections.finance@wi.gov.

V. SUBGRANT PROGRAM DEADLINES

To help increase overall election security across the state, the election subgrant program has established the following deadlines:

Subgrant project period: March 3, 2023 – June 30, 2024

MOU (Application) Deadline: June 30, 2024: Jurisdictions must submit a completed MOU and receipts or invoices for approved accessible voting equipment no later than June 30, 2024. Requests will be processed in the order received. Funds will not be disbursed until a completed MOU is submitted and approved. No subgrants will be awarded after funds are exhausted.

VI. COMPLIANCE MONITORING, CERTIFICATION, DOCUMENTATION AND AUDIT

A. Certification.

The receiving jurisdiction shall certify (by completing the MOU) that information provided is true and correct; it has complied with all terms of the subgrant; the election security subgrant funds were used to meet the terms of the subgrant, including to increase the accessibility of federal elections; that all required documentation as requested on the Subgrant Compliance Form has been submitted; and that any falsification of information related to the subgrant could subject the jurisdiction official to civil or criminal penalties.

B. Documentation.

In addition to submitting to the WEC with this MOU, receipts and/or invoices for all subgrant expenditures, showing date and amount for all funds expended, must be retained by requesting jurisdiction for a minimum of **eight years**. “Equipment” is defined as an asset with a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater (2 CFR § 200.33) and requires additional documentation. A standard inventory list of all Equipment purchased in whole or in part using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. This inventory list must be **provided to the WEC** and again provided whenever there are changes to this inventory list. Per 2 CFR § 200.313(d), this inventory list must include the

following nine fields: (1) a description of the property, (2) a serial number or other identification number, (3) the source of funding for the property (including the FAIN), (4) who holds title, (5) the acquisition date, and (6) cost of the property, (7) percentage of Federal participation in the project costs for the Federal award under which the property was acquired, (8) the location, use and condition of the property, and (9) any ultimate disposition data including the date of disposal and sale price of the property. At least once every two years, a physical inventory of the property must be taken, and the results reconciled with the inventory list. Please consult 2 CFR § 200.313 for additional federal requirements and conditions pertaining to Equipment.

C. Audit.

All subgrant funds received are subject to audit by the Commission and/or the federal government to ensure funds have been spent appropriately and in accordance with all applicable state and federal laws. Pursuant to Wis. Stat. § 5.05(11), if the federal government objects to the use of any funds provided to a county or municipality under the subgrant, the county or municipality shall repay the amount of the subgrant to the Commission.

D. Regulations.

As the receiving jurisdiction, we further certify that we will follow all state and federal laws, including adherence to all applicable federal requirements including Office of Management and Budget (OMB) guidance: Title 2 C.F.R. Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. § 200) found here: (<https://www.govinfo.gov/app/collection/cfr/2022/>) Most pertinent to this subgrant are the regulations relating to equipment in 2 CFR § 200.313 to which jurisdictions must adhere.

VII. SIGNATURES

By signing and dating this agreement the receiving jurisdiction agrees to the terms of this MOU and certifies that the information provided in this MOU is true and correct.

Receiving Jurisdiction

Signature _____
(Authorized Representative of Jurisdiction)

Date: _____

Printed Name _____
(Authorized Representative of Jurisdiction)

Amount Requested: _____

Jurisdiction Name: _____

County: _____

Jurisdiction Clerk Name: _____

Jurisdiction Mailing Address: _____

Jurisdiction Contact Phone Number: _____

Jurisdiction Contact E-mail Address: _____

Submit completed form by June 30, 2024, to:

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