**2020 COUNTY CORONAVIRUS AID, RELIEF AND ECONOMIC SECURITY (CARES) FOR ELECTIONS SUBGRANT REIMBURSEMENT PROGRAM**

**COUNTY CARES FOR ELECTIONS SUBGRANT REIMBURSEMENT REQUEST FORM AND CERTIFICATION**

The purpose of this form is for jurisdictions to request reimbursement and to certify that the expenditures for which the jurisdiction is requesting reimbursement via CARES Subgrant funds are solely for costs incurred due to the pandemic affecting the 2020 federal elections and in accordance with the Code of Federal Regulations (CFR) Title 2, and the Wisconsin Election Commission’s (the Commission’s) documentation retention and reporting requirements.

1. **ALLOWABLE REIMBURSEMENTS**

**Purpose of Funds**. The CARES Act makes clear that grant funds are for ADDITIONAL costs associated with the national emergency related to coronavirus and are to be spent *“to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.*” Additional costs are those incurred outside of the jurisdiction’s budgeted costs for the 2020 federal elections or election costs that are solely incurred due to the pandemic. Not reimbursable are expenditures that have or will be subsidized by another source (e.g. municipalities, FEMA, Routes to Recovery, possible recount) or for supplies that WEC has provided. Commission staff will award subgrant reimbursements up to $10,000 per county. For the purpose of this subgrant, those allowable uses span the period January 20, 2020 through November 30, 2020 and include the six following categories:

1. ADDITIONAL BALLOT COSTS for supporting municipalities with higher levels of absentee vote by mail processes, including ballot supplies, printing, postage, mail drop-boxes, the installation and security of those drop-boxes, and printers, scanners, envelope openers, and paper folding equipment *costing less than $5000 per unit*.
2. ADDITIONAL CLEANING SUPPLIES, CLEANING SERVICES AND PROTECTIVE EQUIPMENT for elections, including additional disinfectants, wipes, paper towels, deep cleaning services for polling places pre- and post-election, masks, gloves, gowns, face shields, plexiglass, thermometers and other equipment for staff and poll workers’ virus protection for in-person absentee voting sites, election day polling places and absentee central-count locations.
3. ADDITIONAL ELECTION STAFFING for supporting municipalities in the processing of higher levels of absentee ballot requests and absentee ballot tabulation, for training and time to prepare for and to cover vacancies at municipal polling places, expanded hours and overtime diverted to elections, Hazard Pay and associated benefits costs for election staff and poll workers or unbudgeted temporary election staff or poll workers and for additional staffing for cleaning polling locations and creating other protective measures. Also includes time and mileage (*reimbursed at no greater than the federal mileage reimbursement rate of $0.575 per mile*) spent to distribute PPE and other safety equipment to municipalities.
4. ADDITIONAL MAILINGS FOR COMMUNICATIONS to public and to municipalities concerning changes in registration, absentee ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.
5. ADDITIONAL SPACE LEASING for new polling places when existing sites are closed or relocated due to the pandemic or for other space leasing needed for the elections and due to the pandemic.
6. ACQUISITION OF ADDITIONAL EQUIPMENT necessary to process the higher volume of absentee ballots, including high speed or central count tabulators. (This “Equipment” category defined as *costing equal or greater than $5000 per unit*. Equipment costs less than $5000 should instead be reported under Additional Ballot Supplies. Additional reporting and documentation are required for allowable equipment purchases as outlined in the below referenced CFR sections.) Per the Code of Federal Regulations, Title 2 (2 CFR) §200.33:

“Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies."

1. **DOCUMENTATION AND AUDIT**

**DOCUMENTATION:** The receiving jurisdiction must maintain all documentation of purchases and payments reimbursed with these subgrant funds until December 31, 2024. Documentation includes receipts, invoices, payments, task-specific timesheets, payroll reports, trip documentation, etc. and notations to document that claimed expenditures are due to the pandemic.

A standard inventory list of all items purchased using subgrant funds must be created and maintained by the jurisdiction for purposes of any state or federal audit. Such original purchasing documentation and inventory lists shall be retained by the receiving jurisdiction until the WEC authorizes destruction of said records.

**AUDIT:** All subgrant funds 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 municipality under the subgrant, the municipality shall repay the amount of the subgrant to the Commission.

1. **TIMELINES**
2. SUBGRANT REQUEST FORM & EXPENDITURE REPORT RETURN DEADLINE:

**December 11, 2020.**

1. Allowable expenses must have been incurred between January 20, 2020 through November 30, 2020 and must be due to pandemic related 2020 Federal election expenditures. All bills/invoices do NOT have to be paid by November 30, 2020, but the expenses need to be incurred by that date to qualify under the subgrant.
2. Commission staff will award subgrant reimbursements up to $10,000 per county. Subgrant allocation is within the sole discretion of the Commission staff administering the subgrant program. Subgrant funds may be received through electronic transfer to a jurisdiction’s shared revenues account (if available) or a physical check may be sent to a jurisdiction’s shared revenues location.
3. For questions related to the processing of subgrant checks, please contact the Commission’s financial team via the WEC Help Desk at (608) 261-2028 or [elections.finance@wi.gov](mailto:elections.finance@wi.gov)
4. The Commission will expedite the disbursement of reimbursements as the requests with reports are received, and all reimbursements will be completed by December 31, 2020.
5. **REIMBURSEMENT REQUEST & CERTIFICATION**

Reimbursement Amounts Requested must be:

* Additional costs are those that incurred outside of the jurisdiction’s budgeted costs for the 2020 federal elections or election costs that are solely incurred due to the pandemic.
* Not subsidized by another source (e.g. municipalities, FEMA, Routes to Recovery, possible recount) or for supplies that WEC has provided.

REIMBURSEMENT REQUEST & CERTIFICATION

*Please enter your jurisdiction’s reimbursement amounts requested under the following six categories. Amounts over $10,000 will be evaluated if more funds are available.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category:** | **1**  **Ballot Costs** | **2**  **Cleaning & PPE** | **3**  **Staffing** | **4**  **Communications** | **5**  **Space Leasing** | **6**  **Equipment >=$5,000** |
| **Reimbursement Amount Requested:** |  |  |  |  |  |  |

**Total Amount of Reimbursement Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Federal and State law require jurisdictions receiving subgrants to certify that they have complied with the terms of the subgrant. By signing and returning this agreement, your jurisdiction certifies the following:

* As the receiving jurisdiction, we certify that the expenditures submitted for reimbursement under this County CARES for Elections Subgrant have been incurred due to the pandemic affecting the 2020 federal elections.
* As the receiving jurisdiction, we will maintain all documentation of purchases and payments made using subgrant funds provided in this subgrant until December 31, 2024.

* As the receiving jurisdiction, we further certify that we have followed 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/2020/](https://www.govinfo.gov/app/collection/cfr/2019/))

Please enter your name and the date of certification below to certify the above and *return via your official email* address to [elections.finance@wi.gov](mailto:elections.finance@wi.gov).

**Receiving Jurisdiction’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative of Jurisdiction)