



Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984
(608) 266-8005 | elections@wi.gov | elections.wi.gov

DATE: June 14, 2023

TO: Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Wisconsin Elections Commission Staff

SUBJECT: 2023 Absentee Ballot Envelope Subgrant Program – FAQ for Counties

1. May a county apply for this subgrant on behalf of one or more municipalities?

Yes. If a county would like to apply on behalf of one or more of their municipalities they may submit one memorandum of understanding (MOU) for their county with an attachment that specifies each municipality that the county is claiming subgrant funds for and the amount of each municipal subgrant award that is included in the county's total. Individual municipality MOU's are not necessary.

2. Does a county need a municipality's consent to apply for the subgrant on their behalf?

Yes. Prior to submitting an MOU, the county should reach out to its municipalities for whom it is claiming funds to clarify if the county OR the municipality will be applying for funds. A county should retain the approval of the municipality to apply for the subgrant on their behalf but does not need the signature of the municipality on the MOU submitted to Elections Commission (WEC). The county may simply sign their own MOU.

3. What if a municipality is in multiple counties?

If a municipality lies in multiple counties, please work with the adjacent Counties to determine which county will be applying for funds AND supplying the envelopes to the municipality. The WEC recommends that the county referenced in the municipality's HINDI number (a/k/a DOA Code number) in Appendix A of the subgrant materials be the county that applies.

4. How many envelopes must a county provide to each municipality?

A county must provide each municipality, at minimum, with the number of envelopes that equal the dollar amount of the subgrant award for their municipality. For example, if a municipality should receive the minimum subgrant award of \$20, the county shall

Wisconsin Elections Commissioners

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

Administrator
Meagan Wolfe

supply that municipality with at least \$20 worth of envelopes. Note that the new envelope design will not be approved before August 4, 2023.

5. Can a county still charge for envelopes it purchases?

Yes, but the municipality must receive a credit for subgrant funds received. If a county normally charges municipalities for their envelopes, the county may not charge against the subgrant award's worth of envelopes (no double dipping). Therefore, a county's bill to the municipality must include a credit for the subgrant award amount.

If you have questions, please give us a call at (608) 261-2028. Thank you.