



Wisconsin Elections Commission

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2022 HAVA ELECTION SECURITY .GOV AND EMAIL DOMAIN SUBGRANT

SUBGRANT REIMBURSEMENT REQUEST AND CERTIFICATION

The purpose of this document is to request subgrant funds as reimbursement and to certify that my jurisdiction has spent the requested subgrant funds solely for costs already incurred and outlined as allowable below 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.

I. FEDERAL GRANT

Funding for this .gov Subgrant comes exclusively from the federal Help America Vote Act (HAVA) Election Security Grant from the U.S. Election Assistance Commission to the Wisconsin Elections Commission; CFDA Number 90.404; Agreement Number WI20101001-01; Funding Source EAC1651DB2020XX-2020-61000001-410001-EAC1908000000; Project Period 3/28/2018-Until funds are expended; Budget Period(s) 12/21/2019-9/30/2024; Cumulative Federal Share \$14,828,442 with Cumulative State Match Share \$1,918,941; Purpose: "As authorized under Section 101 of the Help America Vote Act of 2002 (Public Law 107-252) (HAVA) and provided for in the Consolidated Appropriations Act, 2020 (Public Law 115-141), the purpose of this award 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."; Grant Administration: 'Award recipients and sub-recipients must adhere to all applicable federal requirements including requirements under the Federal Financial Accountability and Transparency Act (FFATA) and Office of Management and Budget (OMB) guidance: Title 2 CFR Subtitle A, Chapter II, Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR § 200).

II. SUBGRANT ALLOWABLE USES

Purpose and Use of Funds.

To financially assist, up to \$600 per municipality but not to exceed \$300,000 in total for the subgrant, jurisdictions who certify they did not have an @wi.gov or @.gov email prior to August 24, 2021. Grants will be approved and disbursed until the program ends or the maximum subgrant disbursement of \$300,000 is reached, whichever comes first. Costs must be incurred during the subgrant project period of August 24, 2021 – August 15, 2022. Jurisdictions may request reimbursement through this subgrant only once. Requests for reimbursement must be the actual costs incurred (not for bids, proposals, or purchase orders that do not turn into issued invoices) and may be for:

1. Costs associated with a transition to @wi.gov or @.gov email for a clerk or municipal email account.
2. IT consultant fees associated with transition to a wi.gov or .gov email domain.
3. Monthly costs for email hosting if associated with a wi.gov or .gov domain.

Wisconsin Elections Commissioners

Ann S. Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

Administrator
Meagan Wolfe

III. DOCUMENTATION AND AUDIT

DOCUMENTATION: The Commission does not require any documentation to be submitted except this signed Reimbursement Request and Certification form. However, the receiving jurisdiction must maintain all documentation of expenditures made using requested subgrant funds until December 31, 2032. Documentation includes receipts, invoices, payroll reports, etc. and notations to document that claimed expenditures relate to this subgrant.

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 jurisdiction under the subgrant, the jurisdiction shall repay the amount of the subgrant to the Commission.

IV. TIMELINES

- **SUBGRANT PROJECT PERIOD:** August 24, 2021 – August 15, 2022. All costs must be incurred, including goods or services received or invoices received for future services, during this project period but do not have to be paid by August 15, 2022. Invoices may contain future contractual or IT services. Bids, proposals, or purchase orders are not adequate for this subgrant.
- **APPLICATION DEADLINE:** August 31, 2022.
- **SUBGRANT CLOSING DATE:** September 30, 2022. The Commission will expedite the disbursement of funds as the reimbursement requests are received. Commission staff will award subgrants based on actual costs and up to \$600. 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. For questions related to the processing of subgrant checks, please contact the Commission’s financial team via the Commission’s Help Desk at (608) 261-2028 or elections.finance@wi.gov

V. REIMBURSEMENT REQUEST: Each jurisdiction may request up to and including \$600 of reimbursement of actual costs incurred during the subgrant project period of August 24, 2021 – August 15, 2022. Below, please indicate how much of your actual costs you are requesting (up to \$600) in any of the four categories.

\$	PERSONNEL
\$	CONTRACTUAL SERVICES
\$	IT SERVICES
\$	MISC. SUPPLIES & SERVICES
\$	= TOTAL REIMBURSEMENT REQUESTED (\$600 MAX)

VI. CERTIFICATIONS

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

- As the receiving jurisdiction, we certify that we have not previously applied for this subgrant.
- As the receiving jurisdiction, we certify that we did not have an @wi.gov or @.gov email prior to August 24, 2021.

- As the receiving jurisdiction, we certify that these above claimed costs were incurred, including as goods or services received or as invoices received for future services, for allowable costs during the subgrant project period of August 24, 2021 – August 15, 2022.
- As the receiving jurisdiction, we certify that the above claimed costs are our actual costs for the allowable uses of this subgrant and do not contain costs related to bids, proposals, or purchase orders that were not invoiced within the subgrant period.
- As the receiving jurisdiction, we will maintain all documentation of expenditures made using reimbursing subgrant funds until December 31, 2032.
- 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/2021/>)

Date _____

Receiving Jurisdiction’s Name and County _____

wi.gov or .gov Domain Name _____

(E)signature of authorizing authority _____

Note: Signatory must be authorized representative of jurisdiction

Printed Name of Requester _____

VII. RETURN THIS DOCUMENT

Please *return via your official .gov email* address to electionsdomain@wi.gov. For questions contact the WEC Help Desk at (608) 261-2028.