



# Wisconsin Elections Commission

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## 2022-2025 HAVA ELECTION SECURITY .GOV 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: WEC UEI F1JRNREURZA5; CFDA Number 90.404; FAIN EAC-ELSEC18WI; Funding Source EAC1651DB2424WI-2024-61000001-410001-EAC1908000000; Federal Project Period 3/23/2018-Until funds are expended; Federal Budget Period 3/23/2018-9/30/2099; 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, 2024 (Public Law 118-47), 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 \$400,000 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 \$400,000 is reached, whichever comes first. Costs must be incurred during the subgrant project period of August 24, 2021 – December 1, 2025. 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. Costs associated with maintaining the jurisdiction's previous domain during the transition.
3. IT consultant fees associated with transition to a wi.gov or .gov email domain.
4. Monthly costs for email hosting if associated with a wi.gov or .gov domain.

*Wisconsin Elections Commissioners*

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

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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, documentation such as receipts and/or invoices showing date and amount for all expenditures made using requested subgrant funds must be retained by the requesting jurisdiction until December 31, 2032, at a minimum. Documentation includes receipts, invoices, payroll reports, etc. and notations to documents that claimed expenditures related to this subgrant. "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 of Equipment 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.

**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. Each receiving jurisdiction is responsible for compliance with its own financial, purchasing, and procurement requirements when soliciting .gov migration services.

### IV. TIMELINES

- **SUBGRANT PROJECT PERIOD:** August 24, 2021 – December 1, 2025. 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 December 1, 2025. Invoices may contain future contractual or IT services. Bids, proposals, or purchase orders are not adequate for this subgrant.
- **APPLICATION DEADLINE:** December 1, 2025.
- **SUBGRANT CLOSING DATE:** December 1, 2025. 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](mailto:elections.finance@wi.gov)

### V. 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 the below 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 – December 1, 2025.
- 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: [\(https://www.govinfo.gov/app/collection/cfr/2024/\)](https://www.govinfo.gov/app/collection/cfr/2024/)

Receiving Jurisdiction’s Name and County \_\_\_\_\_

Name of wi.gov or .gov Domain \_\_\_\_\_

(E)signature of Authorizing Authority \_\_\_\_\_

*Note: Signatory must be authorized representative of jurisdiction*

Printed Name of Requester \_\_\_\_\_ Date \_\_\_\_\_

Jurisdiction’s Treasurer’s Name & Mailing Address \_\_\_\_\_

**VI. 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 – December 1, 2025.

Indicate below the amount of actual costs requesting reimbursement (up to \$600).

**This section must be completed**

\$	<b>TOTAL REIMBURSEMENT AMOUNT REQUESTED (\$600 MAX)</b>
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**VII. RETURN THIS DOCUMENT**

Return **completed and signed** form to [electionsdomain@wi.gov](mailto:electionsdomain@wi.gov) no later than 4:30 p.m. on December 1, 2025. For questions contact the WEC Help Desk at (608) 261-2028 or [electionsdomain@wi.gov](mailto:electionsdomain@wi.gov).