



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

2023 HAVA Election Security .gov Email Domain Subgrant

Notice of HAVA Election Security .gov Email Domain Subgrant Award

Wisconsin Elections Commission
201 West Washington Avenue, 2nd Floor
PO Box 7984; Madison, WI 53707-7984

Subgrantee: Town of Clayton, Winnebago County

Subgrantee UEI/DUNS Number: N/A

Date: 11/08/2023

Town of Clayton, Winnebago County, has been awarded **\$600.00** under the 2023 HAVA Election Security .gov Email Domain Subgrant, issued by the Wisconsin Elections Commission (WEC). This amount is the WEC-approved amount that the municipality requested as reimbursement on the Subgrant Reimbursement Request and Certification form and that the municipality has certified that all subgrant funds being awarded were actual costs expended in accordance with the terms and conditions delineated and certified in the Subgrant Reimbursement Request and Certification form. These funds are a subgrant of the 2020 HAVA Election Security Grant, Agreement Number WI20101001-01, **CFDA Number 90.404**, authorized by the U.S. Congress under Section 101 of the Help America Vote Act (HAVA) of 2002 (Public Law 107-252) and provided for in the Consolidated Appropriations Act, 2020 (Public Law 115-141), and issued by the U.S. Election Assistance Commission (Funding Source: EAC1651DB2020XX-2020-61000001-410001-EAC1908000000) for which the Wisconsin Elections Commission was awarded the amended notice of the combined grant on August 27, 2020.

As a sub-recipient, your jurisdiction 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 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).

I. 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

Wisconsin Elections Commissioners

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

Administrator
Meagan Wolfe

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 – January 31, 2024. 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.

II. DOCUMENTATION AND AUDIT

DOCUMENTATION: Receipts or invoices for all expenditures made using requested subgrant funds, showing date and amount for all funds expended, must be retained by requesting jurisdictions until December 31, 2032, at a minimum. Documentation includes receipts, invoices, payroll reports, etc. and notations to document that claimed expenditures relate 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 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.

Julia Billingham, MAcc

Senior Accountant

WI Elections Commission

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