



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 Absentee Ballot Envelope Subgrant Program

Notice of Absentee Ballot Envelope Subgrant Award

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

Subgrantee: City of Appleton, Outagamie, Calumet & Winnebago Counties

Subgrantee UEI/DUNS Number: N/A

Date: 07/05/2023

City of Appleton, Outagamie, Calumet & Winnebago Counties, has been awarded **\$7,559.83** under 2023 Absentee Ballot Envelope Subgrant Program, issued by the Wisconsin Elections Commission (WEC). This amount is the WEC-approved amount allocated to the municipality, as listed in Appendix A of the subgrant materials, and for which the municipality has certified that all subgrant funds being awarded will be expended in accordance with the terms and conditions delineated and certified in the subgrant Request for Funds & Memorandum of Understanding (MOU) form. These funds are a subgrant of the HAVA Election Security Grant (Award number EAC-ELSEC22WI-01-04, Federal Award Identification Number (**FAIN**) **EACELSEC18WI, 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), provided for in the Consolidated Appropriations Act of Fiscal Year 2023 (Public Law 117-328), and issued by the U.S. Election Assistance Commission (Funding Source: EAC1651DB2020XX-2020-61000001-410001-EAC1908000000), for which the Wisconsin Elections Commission was awarded on March 14, 2023. The purpose of this federal grant 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.”

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).

Wisconsin Elections Commissioners

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

Administrator
Meagan Wolfe

I. PURPOSE AND USE OF FUNDS

The purpose of the subgrant is to help improve overall election security of federal elections statewide by providing cities, villages, and towns across the State of Wisconsin with federal election security funds to safeguard and secure the integrity of the absentee voting process in federal elections.

Funds must be expended to purchase the redesigned absentee ballot (new design available in August) during the subgrant project period of March 3, 2023 – December 31, 2024, or returned to the WEC by December 31, 2024.

II. DOCUMENTATION AND AUDIT

DOCUMENTATION: The receiving jurisdiction must maintain all documentation of expenditures made using requested subgrant funds for a minimum of eight years from the date of the expenditure or until the WEC authorizes destruction of said records. Documentation includes receipts, invoices, payroll reports, etc. and notations to document that claimed expenditures relate to this subgrant. 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 the 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 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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