



**Welcome!**

**The EAC 2024 Election Security funding session will begin shortly. Today's webinar will be recorded.**

**Please stay on mute. Thank you!**

# EAC Office of Grants Management Personnel

- Risa Garza, Grants Director, EAC
- Arielle Augustyn, Senior Grants Management Specialist, EAC
- Summer Hirschfield, Grants Management Specialist, EAC
- Tina Bateman, Grants Management Specialist, EAC
- Sammi Cordova, Grants Management Specialist, EAC

April, 2024



A photograph of a person's hands writing in a notebook on a wooden desk. The person is wearing a blue long-sleeved shirt and a ring. A white computer mouse and a black keyboard are also visible on the desk.

# Agenda

Available Funds

Eligible Applicants

Match

\*Award & Application Process

Disbursement

Allowable Uses

Reporting Requirements

GLAS Correspondence & Award Navigation

Resources

Q&A

**\*Updated Process for FY24**

# Election Security Available Funding

## **2024 Available Funds**

The Consolidated Appropriations Act of 2024 provides \$55 million to the EAC, under Title I Section 101 of HAVA to make grant funds available to states using the voting age population formula in Section 101 of HAVA.

## **Minimum Payments**

The minimum requirement for territories is \$200,000 and for states is \$1,000,000.



# Formula Funding - Eligibility

Awards will be made to the 50 states, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (herein referred to as “the states”). The states may re-grant/distribute funds to local election districts/offices at their discretion.

***Awards to states that are delinquent on any EAC grant requirements across the HAVA portfolio will be prohibited from spending until the state has resolved the outstanding compliance requirements.***



# Matching Requirement

Per HAVA Section 104(d) cash match must be deposited in the state election fund. In-kind match must be tracked in the same manner as cash contributions should be reported under the Recipient Share on the annual EAC Federal Financial Report.

State and local funds used for match must be different from funds used to meet Maintenance of Effort or state match associated with HAVA 251 Requirement Payments.

Match expenses related to the award must occur after the award start date.

American Samoa, Guam, the U.S. Virgin Islands, and the Northern Mariana Islands are exempt from the match requirement.

## **MATCH REQUIRED**

20% of Federal Award

2 Years to Make Match Funds  
Available from Disbursement Date ~  
March 2026

Full Grant Period to Expend

# Award Details

- Funds are available as formula, non-competitive grants.
- Expenses can be incurred against the grant from March 24, 2024, onward.
- Like previous funding years, states will submit an award packet that includes:
  - Terms & Conditions
  - State Certification Letter
  - Budget
  - Narrative



# Application Process

Award packets with templates, documents, and full instructions will be emailed to grantees the week of April 8<sup>th</sup> (pending external agency approval).

All templates, training, and instructions for ES FY24 will also be on the EAC website at:  
<https://www.eac.gov/grants/election-security-funds>

**All completed award documents will be returned via email to [grants@eac.gov](mailto:grants@eac.gov)**

Your assigned grants specialist will review your documents and respond through email with any revisions, clarifications, and approval.





# Application Process Details

- The state request letter and signed terms & conditions are required to receive your award
- Spending FY24 funds can begin when all documents, including the budget and narrative, are approved by the EAC.
- The narrative should provide an overview of new/continued activities supported by FY24 funding.
- The budget worksheet should be cumulative for all five funding years ('18 through '24).
- Budget revision requests for funding from previous years may be noted in the FY24 narrative and incorporated into the FY24 budget worksheet



# Application Process Due Dates

Please email your State Request Letter and signed Terms & Conditions to [grants@eac.gov](mailto:grants@eac.gov) by Friday, April 19, 2024.

Due April 19 <sup>th</sup>	Due May 6 <sup>th</sup>
1. State Request Letter	3. Program Narrative
2. Terms and Conditions Certificate	4. Budget Worksheet

Detailed guidance on the development of the program narrative and budget will be emailed the week of **April 8th, 2024**. The deadline for submission of the narrative and budget is May 6, 2024.

If you need an extension, please reach out to your assigned Grants Management Specialist or email [grants@eac.gov](mailto:grants@eac.gov) before the due date(s).

# Disbursement



Ensure your Unique Entity Identifier (UEI) and System of Award Management (SAM) account are accurate and up-to-date.

Your SAM account must be active before payment can be made. Accounts expire annually. More information can be found at <http://www.sam.gov>.

*\*\*Registration and reactivation in Sam.gov is always a cost free process!\*\**

## Reminders:

- Funds will be disbursed to state election accounts after the required award documents (state certification letter and terms & conditions) are received & approved by the EAC.
- All HAVA grant funds must be deposited in the interest-bearing state election fund per Section 104(d).

# Spending Categories and Allowable Use

## Allowable Uses of the Funds

Election Security grants are “for activities to improve the administration of elections for Federal office, including to enhance election technology and make election security improvements, as authorized under sections 101, 103, 104 of HAVA.”

Consistent with provisions in HAVA Section 101, states have discretion upon expenditures within the general categories. The EAC requires a budget projecting the use of the funds, however, states can request a budget amendment to add categories not originally anticipated and/or a move of 10% or more between categories.

Please see our [Frequently Asked Questions](#) and [Grants Guidance](#) sections on the EAC website for more guidance on the use of funds. You can also reach out to [grants@eac.gov](mailto:grants@eac.gov) if additional clarification is needed.



# Reporting Requirements for Election Security

## Quarterly Reporting

Per the Appropriations Act, Federal Financial Reports are due each quarter 30 days after the end of the quarter ending December 31, March 31, and June 30.

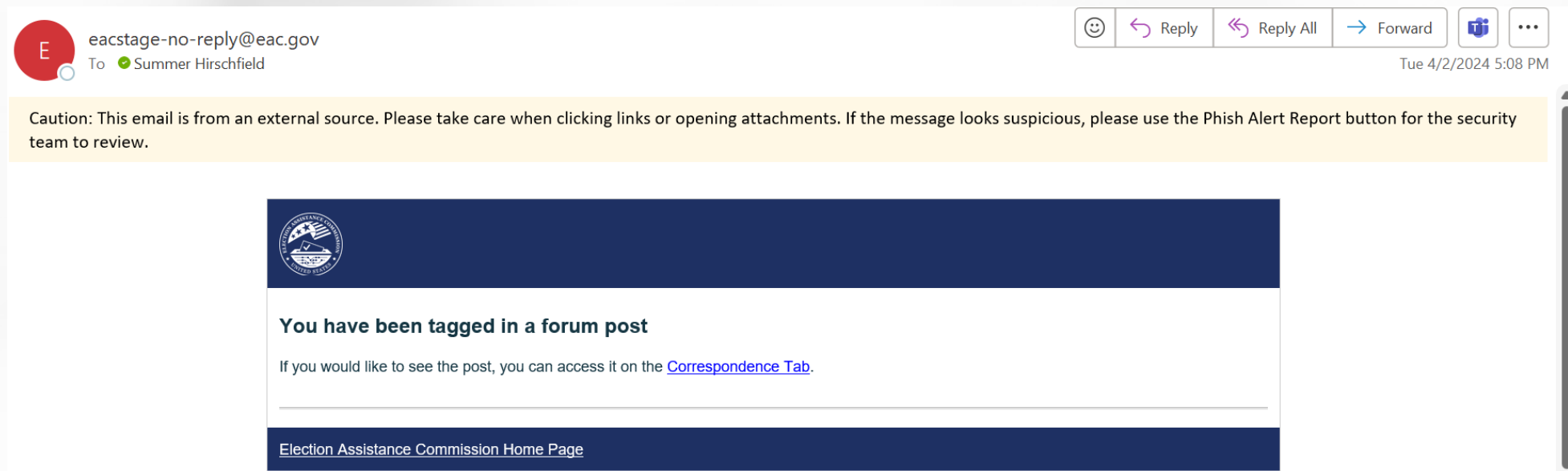
Annual FFR and progress reports are due 90 days after September 30 on December 29. The EAC maintains the discretion on oversight and reporting frequency is subject to change as needed.



Period End Date	Due Date	FFR	PR
December 31	January 30	✓	X
March 31	April 30	✓	X
June 30	July 30	✓	X
September 30	December 29	✓	✓

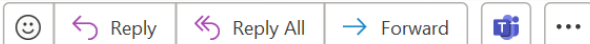


# GLAS Correspondence


EAC Grants Specialists will upload approved FY24 award documents into GLAS, on grantee's behalf, using the forum/correspondence feature. Grantees will receive an email notification alert when a forum post is created.



 eacstage-no-reply@eac.gov  
To  Summer Hirschfield

 Tue 4/2/2024 5:08 PM

Caution: This email is from an external source. Please take care when clicking links or opening attachments. If the message looks suspicious, please use the Phish Alert Report button for the security team to review.

  
**You have been tagged in a forum post**  
If you would like to see the post, you can access it on the [Correspondence Tab](#).

[Election Assistance Commission Home Page](#)



# GLAS Correspondence Continued

If you do not receive an email notification that your award documents are in GLAS, you may look for forum posts/correspondence anytime by navigating to **MY AWARDS**

The screenshot shows the GLAS dashboard interface. At the top, there is a navigation bar with 'HOME', 'GRANT PROGRAMS', and 'REPORTING & INSIGHTS'. Below this, the main header reads 'Grants Lifecycle Application System' and 'Election Assistance Commission'. The dashboard is divided into several sections. On the left, there is a 'My Actions' sidebar with 'Manage Users' and 'Application Survey'. The main content area is divided into four columns: 'My Organization', 'My Grant Programs', 'My Awards', and 'My Applications'. A red arrow points to the 'My Awards' section. Below the 'My Awards' section, there is a 'TO-DOS' summary with three categories: Applications (8), FFRs (3), and Progress Reports (4). To the right of the 'TO-DOS' summary, there is an 'EXPENDITURES' bar chart with four categories: CARES, Election, Election Security, and Requirements.

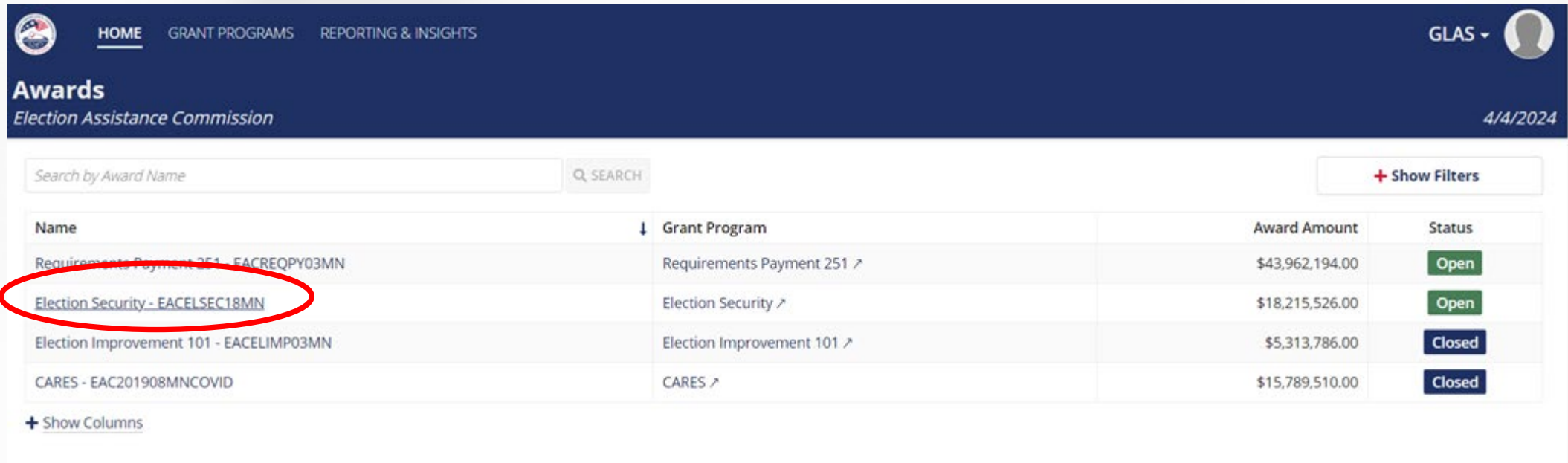
**Reminder:** All FY24 ES award documents should be submitted to [grants@eac.gov](mailto:grants@eac.gov) for review & approval





# Application Process in GLAS Continued

To view the uploaded FY24 application packet, navigate through the emailed hyperlink or awards menu, to find the Election Security Award. Click on the “EACELSEC18XX” hyperlink to continue.



The screenshot displays the 'Awards' section of the GLAS system for the Election Assistance Commission. The page includes a navigation bar with 'HOME', 'GRANT PROGRAMS', and 'REPORTING & INSIGHTS'. The date '4/4/2024' is shown in the top right. A search bar is present with the placeholder text 'Search by Award Name' and a 'SEARCH' button. A '+ Show Filters' button is also visible. The main content is a table with the following data:

Name	Grant Program	Award Amount	Status
Requirements Payment 251 - EACREQPY03MN	Requirements Payment 251 ↗	\$43,962,194.00	Open
<b>Election Security - EACELSEC18MN</b>	Election Security ↗	\$18,215,526.00	Open
Election Improvement 101 - EACELIMP03MN	Election Improvement 101 ↗	\$5,313,786.00	Closed
CARES - EAC201908MNCOVID	CARES ↗	\$15,789,510.00	Closed

A '+ Show Columns' button is located at the bottom left of the table.

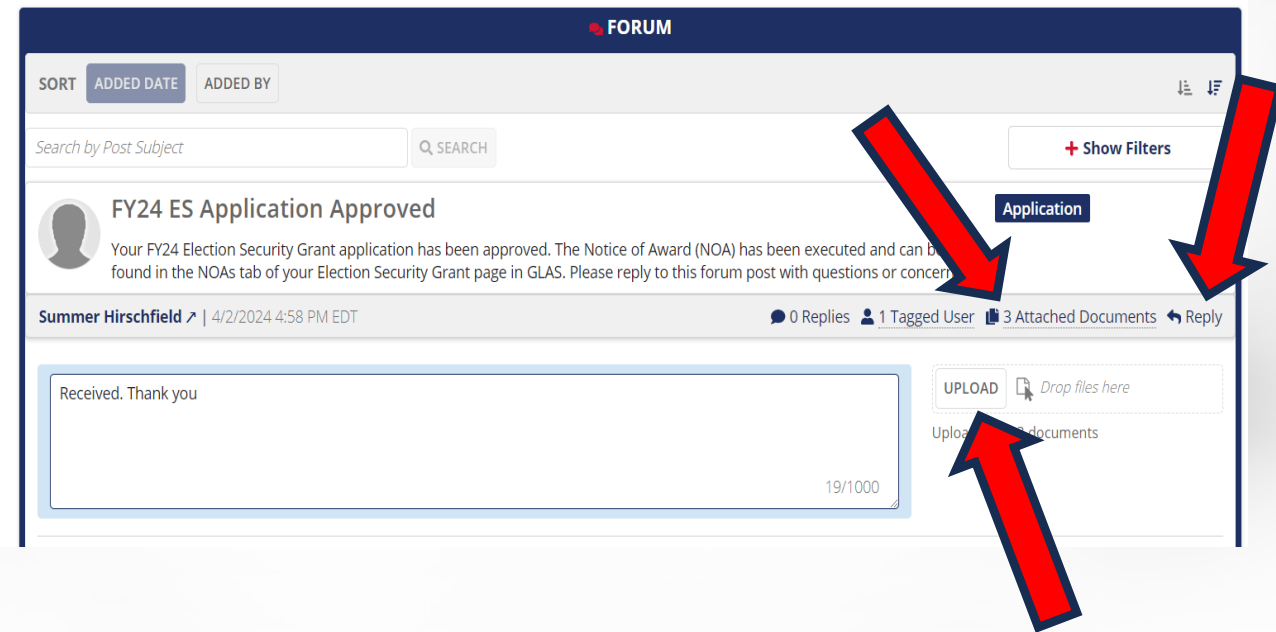




# GLAS Continued

Once within the Election Security Correspondence forum, you can:

- Click to view attached documents
- Download attached documents
- Review and read responses
- Reply to the post
- Upload additional documents



Detailed video tutorials on GLAS “Correspondence and Forum Overview” and “Receiving FY24 ES Award Documents” may be found by visiting:

<https://www.eac.gov/grants/election-security-funds>





# Resources



**General Questions & Suggestions**

Email: [grants@eac.gov](mailto:grants@eac.gov)



**EAC FAQ Web Page:**

<https://www.eac.gov/payments-and-grants/grants-faqs>

**EAC GLAS Training & Guidance:**

<https://www.eac.gov/grants/eac-glas>

**EAC Election Security Web Page:**

<https://www.eac.gov/payments-and-grants/election-security-funds>



**Help with GLAS**

Email: [glashelp@eac.gov](mailto:glashelp@eac.gov)



**THANK YOU**

**Questions?**