

U.S. Election Assistance Commission Help America Vote Act - Election Security Program Fiscal Year 2024 Award Packet and Instructions

This award packet contains all the information you need to access your FY24 HAVA Election Security Grant funds. EAC is making the funds available for immediate access and use, subject to the contingencies found in the funding availability notification letter received by each state. 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”.

The [FY24 Election Security Award Packet and Instructions](#) include the following documents which are available on the EAC website:

1. [FY24 State by State Election Security Grant Allocation Chart](#)
2. [State Certification Letter](#)
3. [Program Narrative Instructions](#)
4. [Combined Budget Instructions](#)
5. [Combined Budget Worksheet](#)
6. [Terms and Conditions](#)

To access the funds, you will need to:

- A. Submit your state certification letter, signed terms and conditions, program narrative, and combined budget worksheet via email to grants@eac.gov. See items B-F for specific instruction for each item.
 - Your state certification letter and signed terms and conditions are due by April 22, 2024.
 - Your program narrative and combined budget are due no later than May 6, 2024.
- B. Make sure your Unique Entity Identifier (UEI) and System of Award Management (SAM) account are accurate and up to date.
 - Your UEI was assigned to you in the System for Award Management (SAM). EAC will need to verify that you are using the correct UEI before payment can be issued.
 - Your SAM account must be renewed annually and must be active before a payment can be made. More information can be found at <https://www.sam.gov/portal>.
- C. Prepare and submit a state certification letter from your Chief State Election Official requesting grant funds, including the specific amount not to exceed the state allocation. A template for the certification letter on the [EAC Grants Election Security webpage](#). The EAC encourages states to immediately request the entirety of the available funds. Your Grants Management Specialist will upload a copy of your letter to GLAS.
- D. Review and sign the terms and conditions of the award. A copy of the terms and conditions is available on the [EAC Grants Election Security webpage](#). To receive funding, both a request letter and signed terms and conditions must be submitted via email to grants@eac.gov. Your Grants Management Specialist will upload a copy of your signed terms and Conditions to GLAS.
- E. Prepare and submit the program narrative via email to grants@eac.gov. Instructions are and on the [EAC Grants Election Security webpage](#). Your Grants Management Specialist will upload your program narrative to GLAS.
- F. Prepare and submit the combined budget worksheet. Instructions on the budget worksheet are

available on the [EAC Grants Election Security webpage](#). Your Grants Management Specialist will upload your program narrative to GLAS.

Expenses can be incurred against the grant from March 24, 2024, onward. Matching funds must be made available no later than two years from the disbursement date. 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. Both cash, funds from existing budget authority or any interest earned on the state share, and in-kind contributions should be reported under the Recipient Share on the annual EAC Federal Financial Report.

All federal grant funds provided as an advance must be deposited in an interest-bearing account state election fund per Section 104(d).

EAC will process all funding disbursement requests within five (5) business days of receiving the state request letter and signed standard certifications.