

**U.S. Election Assistance Commission
Help America Vote Act - Election Security Program
2022 Award Packet and Instructions**

This award packet contains all the information you need to access your 2022 HAVA Election Security Grant funds. EAC is making the funds available for immediate access and use, subject to the contingencies found in the attached Notice of Grant Award (NGA). 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 following documents are part of the 2022 Election Security Award Packet and Instructions:

1. State by State Allocation Chart
2. State Funding Request Letter Template
3. Program Narrative Guidelines
4. Combined Budget Guidelines and Worksheet
5. Required Certifications

To access the funds, you will need to:

1. Make sure your Unique Entity Identifier (UEI) and System of Award Management (SAM) account are accurate and up to date.
 - A. 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.
 - B. 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>.
2. Send a request letter via email to grants@eac.gov from your Chief State Election Official to the EAC requesting disbursement of grant funds. A template for this request letter is provided at <https://www.eac.gov/>. EAC will process all funding disbursement requests within five (5) business days of receipt of the request except for states that are delinquent on any HAVA grant requirements. The letter includes the following information:
 - A. The amount of funds you are requesting. EAC encourages states to immediately request the entirety of the available funds.
 - B. Certification that, per Section 101(c)(1)&(2) of HAVA, funds will be used in a manner that is consistent with the laws described in Section 906 of HAVA and that funds will not be used in a manner that is inconsistent with the requirements of Title III of HAVA.
 - C. Affirmation that you have reviewed and accept the terms of the award found in the Notice of Grant Award.
3. Review and email the signed Standard Certifications to Grants@eac.gov. Required certifications can be found at <https://www.eac.gov/>.
4. Submit the program narrative and combined budget no later than May 2, 2022.

Note: Expenses can be incurred against the grant from March 16, 2022, onward. Matching funds must be identified by March 16, 2024. 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 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. HAVA grants must be deposited in the interest-bearing state election fund per Section 104(d).