

**U.S. Election Assistance Commission  
Help America Vote Act - Election Security Program  
Fiscal Year 2023 Award Packet and Instructions**

This award packet contains all the information you need to access your FY23 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 following documents are part of the [FY23 Election Security Award Packet and Instructions](#):

1. FY23 State by State Election Security Grant Allocation Chart
2. State Funding Request Letter Template
3. Program Narrative Instructions
4. Combined Budget Instructions
5. Combined Budget Worksheet
6. Certification of Terms and Conditions
7. GrantSolutions Election Security Award Amendment Instructions

To access the funds, you will need to:

- A. Follow the GrantSolutions New Election Security Award Amendment Instructions on the [EAC Grants Election Security webpage](#) to create an amendment and upload the funding request letter, program narrative, combined budget, and signed certifications – all materials are due no later than February 28, 2023.
- 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 request letter from your Chief State Election Official requesting grant funds, including the specific amount not to exceed the state allocation. A template for this request letter is available in GrantSolutions and on the [EAC Grants Election Security webpage](#). EAC encourages states to immediately request the entirety of the available funds. This document will be uploaded to the amendment you create within GrantSolutions.
- D. Review and accept the terms of the award found in the terms and conditions and sign the required certification. A copy of the terms and conditions is available in GrantSolutions and on the [EAC Grants Election Security webpage](#). This document will be uploaded to the amendment you create within GrantSolutions.
- E. Prepare and submit the program narrative. Instructions are available in GrantSolutions and on the [EAC Grants Election Security webpage](#). This document will be uploaded to the amendment you create within GrantSolutions.
- F. Prepare and submit the combined budget worksheet. Instructions on the budget worksheet are available in GrantSolutions and on the [EAC Grants Election Security webpage](#). This document will be uploaded to the amendment you create within GrantSolutions.

Expenses can be incurred against the grant from December 30, 2022, 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 reviewing and approving all required award documents. If your state is out of compliance with any HAVA grant requirements across the different grants, the disbursement of funds will be held until compliance is satisfactorily met.