

# U.S. Election Assistance Commission

## Help America Vote Act - Election Security Program

### Combined Budget Worksheet Instructions

**General Instructions.** The budget worksheet form contains rows for budget category line items and columns for costs by program category as listed below. Election Security funds should be budgeted with the total grant award in mind. For example, the Election Security program was awarded in 2018 (Year 1) with supplemental funds in 2020 (Year 2), 2022 (Year 3), and 2023 (Year 4). The combined budget worksheet should document the budget for the whole federal amount and associated match.

Allocate funds to each program category you plan to use the funds for and to the budget line items you plan to claim costs against within the program category. In the program categories, enter the federal share in the designated columns and the anticipated match for the program category in the row labeled Non-federal Match. Enter data only in the green highlighted cells. You will not be allowed to enter data in any other cells on the form. The form will calculate totals for each budget line item and each program category in the yellow highlighted cells.

Use the last column, if desired, to enter other allowable program categories in which your state is planning to spend the funds, but please use existing categories as much as possible. You must ensure that those planned activities are within the intended purposes of the Congressional authorization. If you are unsure whether your planned activities are allowable, contact the Grants office at [Grants@eac.gov](mailto:Grants@eac.gov) to discuss.

#### General Guidance

Please categorize your expenditures in the predefined program categories as much as possible. Only use the "Other" categories for items that you cannot allocate to specific program categories. Include all budget line items related to the activity in the category, such as staffing, travel, training, contracts for services, and maintenance of any systems associated with the category. For example, if you have an annual software upgrade for your Voter Registration system or conduct training for counties on the system, you should allocate those expenditures under the Voter Registration System program category.

If you can estimate staff time to allocate to specific categories, please do so. For example, if you can estimate that a staff person generally spends 50% of their time on Voter Registration Systems and 50% on Voting Processes, report 50% of the salary costs to each Program Category. This does not mean the staff person's timekeeping process must allocate time to different program categories. You can estimate time spent on each category for the purpose of progress reporting. However, you must still allocate time separately if a specific staff person is paid with funds from more than one grant, e.g., if you cover a specific staff person's salary with funds from both your Section 251 and Election Security grant, the timesheet must allocate their time to the different grants.

#### Budget Categories

1. Personnel
2. Fringe Related to Salary
3. Equipment
4. Training
5. Contractual
6. Other (Describe)
7. Other (Describe)
8. Subgrants
9. Total Direct Costs
10. Indirect Costs

## Program Categories (Allocated as federal and non-federal shares)

1. Voting Equipment
2. Voting Processes
3. Voting Registration Systems
4. Election Auditing
5. Cyber and Physical Security
6. Voter Education
7. Accessibility
8. Other (Describe)
9. Other (Describe)

### PROGRAM CATEGORIES DESCRIPTIONS

These descriptions will help you determine how to allocate expenditures to specific predefined program categories.

**1. Voting Equipment:** This is a specialized category for software and hardware related to voting equipment only. It includes funds to local election offices for voting equipment. You can also include any costs related to the voting equipment program such as specific contracts and services related to voting equipment, including storage, as described under General Guidance.

**2. Voting Processes:** Non-voting equipment-related costs to support the voting process including staffing, maintenance and storage of voting equipment, training on use of the equipment, travel, and equipment purchased to support the voting process that is not voting equipment, such as copiers with a per unit cost over \$5,000, as described under General Guidance.

**3. Voter Registration Systems:** Software and hardware related to updating and maintaining the statewide voter registration system and processes, service contracts on voting equipment and processes, and all other identifiable costs related to the Voter Registration System as described under General Guidance.

**4. Election Auditing:** All costs associated with post-election auditing, including staffing, etc. as described under General Guidance.

**5. Cyber and Physical Security:** All costs associated with cyber and physical security such as security cameras and as described under General Guidance.

**6. Voter Education:** Activities related to voter education, including any contracts related to communicating voter education through various print, online or other media. Also include here the state toll-free phone number expenses for the public to communicate with state and county election offices, including for the public to report suspected fraud, as described under General Guidance.

**7. Accessibility:** All costs associated with ensuring polling places and election-related facilities are fully accessible as described under General Guidance.

#### **8. Other (write in)**

- Costs associated with the pandemic
- Bank Fees
- Audit Fees
- Software and licenses not directly allocable to one of the main program categories

If you have any questions about how to categorize a specific allowable grant cost in these predefined categories or whether to use Other, please reach out to the EAC Grants Office at [Grants@eac.gov](mailto:Grants@eac.gov) for technical assistance.

### Instructions for Specific Cells

1. **Name of Organization (Cell B-2):** Enter the name of the state and department in cell B-2.
2. **Award Type (Cell B-3):** The award type “formula” will be selected
3. **Project Period Start Date (Cell B-4):** The start date of the budget period is already pre-filled.
4. **Project Period End Date (Cell B-5):** Leave blank.
5. **Other Program Categories Specified by the State (Cells I-14:23 and J-14:23):** If you plan to support one or more program areas that don't fit into the existing seven categories, use columns I and J. Enter titles for them in cells I-13 and J-13, as needed.
6. **State Indirect Cost Rate:** If you are claiming indirect costs against the grant, work with staff knowledgeable about the state's rate and its base for application to answer the questions on the form and determine the amounts to enter in the line for indirect costs within the appropriate program categories. Because the base for application can vary and may not be based on the budget categories on the form, you should be prepared to answer questions from EAC staff to explain the calculations.
  - A. Select your Indirect Cost % in cell E-4
  - B. Select your Indirect Cost Type in cell E-5
7. **Match.** The percentage of match required, where applicable, will be prepopulated in cell E-3. EAC understands that the non-federal share is planned, and the state has **two years from the disbursement date to make the match available for use.** Therefore, while the form includes a section in which to enter proposed state match sources in Section C, you are not required to enter data for match at this time **if you don't have it.** States can submit amendments to the budget once match is identified. The territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands, are exempt from match.

### **Uploading to GrantSolutions**

Follow the separate instructions provided by the EAC on submitting your completed budget worksheet via GrantSolutions.

### **Budget Changes**

EAC recognizes that plans and budgets may change over time. You will be able to request a budget amendment if needed. A budget amendment is required if a new category of funding is being added and/or a shift of more than 10% of the total federal award is being requested between categories.