



Texas Secretary of State

Administrative Services



2025 HAVA Election Security Sub-Grants

Spring 2026 Update



EFM Organizational Update

- The Election Funds Management (EFM) team is now part of **Administrative Services**.
 - Kristi Hart is the Chief Operating Officer of the Secretary of State and leads Administrative Services.
 - Alfonso Royal is Director of the Financial Management and Budget section of Administrative Services.
 - EFM is now able to leverage the resources of the Financial Management section, including its team of accountants. Below are EFM contacts:
 - Mary Eliason
 - Clay Wilson
 - Eileen Macias



HAVA Expenditure Reporting

- The HAVA Expenditure Reporting must be submitted thru the [Elections Management and Reporting System](#) for the 2025 HAVA Election Security Grant.
- Supporting documentation including a copy of the invoice from the vendor and a copy of the proof of payment must be uploaded for each expenditure reported.



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Direct Deposit

- Upon approval, payment will be issued by direct deposit to the county's Vendor and Mail Code indicated in the HAVA system. Please contact EFMadmin@sos.Texas.gov if a different Mail Code should be used.



Commissioners Court Resolution

- A copy of the signed Resolution from your Commissioner's Court must be on file before funds can be drawn down. Please upload it if you have not already done so.
- _____ Commissioners Court agrees that the expenditure of the funds will be in accordance with applicable federal and state law and any agreement between _____ County and the State of Texas, Office of the Secretary of State as authorized under Section 101 of the Help America Vote Act of 2002 and in consultation and agreement with the county election official(s) as defined in Sections 12.001 and 31.091 of the Texas Election Code.
- _____ Commissioners Court agrees to assign a single point of contact (SPOC) to act on behalf of the county in communicating with the Office of the Secretary of State, including the submission of reimbursement requests and any other required reports.
- _____ Commissioners Court agrees claims against the fund shall be audited and approved in the same manner as other claims against the county before they are paid.
- _____ Commissioners Court agrees that it will not consider the availability of the funds in adopting the county budget.
- _____ Commissioners Court agrees that in the event of loss, misuse, or noncompliance pursuant to any grant award agreement with the Secretary of State, _____ Commissioners Court assures that the funds will be returned to the Office of the Secretary of State in full.



Funding Period

- Funding requests must be received no later than 6/30/2025
- **All reimbursement requests should be submitted as early as possible – preferably before June**
- Grants will expire 7/31/2026



Accessing Funds & Reporting Requirements

- Access HAVA funds through the Elections Management and Reporting System (EMR) at emr.sos.texas.gov.
- Log into your registered account.
- Select the “2025 Election Security” grant within EMR to begin.
- Review the Reimbursement Summary to confirm requested amounts and status.
- Complete Line Item Detail entries for each expense requiring reimbursement.
- Upload Documentation for every reported expenditure, including invoices and proof of payment.



Elections Management and Reporting

emr.sos.texas.gov

- The **Elections Management and Reporting System (EMR)** is a single sign-on system, including HAVA grants.



Use a registered account to log in.

Email

The Email field is required.

Password

The Password field is required.

Remember me?

Log in

[Register as a new user](#)

[Forgot your password?](#)



Select “2025 Election Security”



Elections Management and Reporting

HAVA Election Security Grant Expenditures

Select the funding source that you are reporting expenses for and click Continue

2020 Election Security 2025 Election Security

HAVA Expenditures

Enter and examine HAVA expenditure records here.

Enter expenditures »

Payments will be issued to the vendor-mail code 9999999999-111
If payments should be issued to a different mail code, please complete the attached [FORM](#) and email it to Accounts Payable Department at SOSP@sos.texas.gov

Proceed

Cancel



Reimbursement Summary

HAVA Grant Election Security Expenditures 2025 - Test County

Status: Not yet submitted

Award Amounts: Federal Requested \$100,000.00 County \$20,000.00

Purpose Area	Current Expenditures		Cumulative Expenditures
Voting Equipment	\$0.00		\$0.00
Election Auditing	\$0.00		\$0.00
Voter Registration Systems	\$0.00		\$0.00
Cyber Security	\$0.00		\$0.00
Communication	\$0.00		\$0.00
TOTAL	\$0.00		\$0.00

	Current Funds Expended		Cumulative Funds Expended
Federal Share	\$0.00		\$0.00
County Funds	\$0.00		\$0.00
TOTAL	\$0.00		\$0.00

No expenses have been entered yet. Click Add Line Item to add one.

Add Line Item

Upload Documentation

Submit for Approval



Line Item Detail

HAVA Grant Election Security Expenditures 2025 - Test County

Status: Not yet submitted

Provide details for the expense and click Save (or Cancel)

Pay Date:

Invoice Number:

Purpose Area:

Program Activity:

Budget Category:

Units:

Match Amount:

Federal Amount:

Description:

Award Amounts: Federal Requested \$100,000.00 County \$20,000.00

Purpose Area	Current Expenditures	Cumulative Expenditures
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TOTAL	\$0.00	\$0.00

	Current Funds Expended	Cumulative Funds Expended
Federal Share	\$0.00	\$0.00
County Funds	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00

[Upload Documentation](#)

[Submit for Approval](#)



Upload Documentation

HAVA Grant Election Security Expenditures 2025 - Test County - Uploads

Please use this page to upload documentation. Any files that have been uploaded will appear in a grid at the bottom of the page. You can use the links on the grid to view, delete, or associate uploaded files with invoices.

Select file to upload:

No file chosen

Uploaded Files

Date/Time	File Name	Download URL (shift-click to view)	Invoice(s)
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Administrative Services



Contact Information

- Contact the Election Funds Management Team at 512-463-5699 or EFMAdmin@sos.Texas.gov with any questions.



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Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov