

STATE HAVA FUNDS REPORTING SCHEDULE

Information Provided by the U.S. Department of Health and Human Services and the U.S. Election Assistance Commission

Due Date	Frequency	Type of Report	Period Covered	Form of Report	Send Report To:
31-Dec	Annually until all funds disbursed	Consolidated report on HAVA Title I, Section 101 funds	October 1 to September 30	SF 425 + <ul style="list-style-type: none"> • a list of expenditures made with respect to each category of activities described for the use of funds in HAVA Section 101; • the number and type of articles of voting equipment obtained with the funds; and • an analysis and description of the activities funded to meet HAVA requirements and how such activities conform to the submitted State plan 	Send electronically to HAVAFunding@eac.gov If unable to submit electronically, send to: State HAVA Funding Reports U.S. Election Assistance Commission 1201 New York Avenue, NW Suite 300 Washington, DC 20005
31-Dec	Annually until all funds disbursed	Consolidated report on HAVA Title I, Section 102 finds, if such funds were received	October 1 to September 30	SF 425 + <ul style="list-style-type: none"> • a list of expenditures made with respect to each category of activities described for the use of funds in HAVA Section 101; • the number and type of articles of voting equipment obtained with the funds; and • an analysis and description of the activities funded to meet HAVA requirements and how such activities conform to the submitted State plan 	Send electronically to HAVAFunding@eac.gov If unable to submit electronically, send to: State HAVA Funding Reports U.S. Election Assistance Commission 1201 New York Avenue, NW Suite 300 Washington, DC 20005
31-Dec	Annually until all funds disbursed	Consolidated report on HAVA Title II, Section 251 requirements payments	October 1 of the year before last to September 30 of last year	SF 425 + <ul style="list-style-type: none"> • a list of expenditures made with respect to each category of activities described for the use of funds in HAVA Section 101; • the number and type of articles of voting equipment obtained with the funds; and • an analysis and description of the activities funded to meet HAVA requirements and how such activities conform to the submitted State plan 	Send electronically to HAVAFunding@eac.gov If unable to submit electronically, send to: State HAVA Funding Reports U.S. Election Assistance Commission 1201 New York Avenue, NW Suite 300 Washington, DC 20005
31-Mar	One time only March 31, 2005	HAVA Title II, Section 261 for funds provided in FY 2003 and FY 2004	FY 2003 - September 1, 2003 to September 30, 2004; FY 2004 - October 1, 2003 to September 30, 2004	Narrative: <ul style="list-style-type: none"> • Describing how the State followed the plan for each of the four mandated areas. • Describing any activities carried out by the State that displayed innovation and can be shared with others as "best practices". • Describing any significant barriers/roadblocks to carrying out the State's activities and, if possible, suggested solutions. • Describing activities which involved collaboration with other organizations or groups, for example the Protection & Advocacy System within your state, disability advocacy groups, student groups, etc. • Including, if possible, comment upon continuity. (Has the State been able to build upon earlier "start up" activities in an effective manner?) • Including comment upon citizen feedback on voter accessibility issues within your State if such information is available. 	Send electronically to: melvenia.wright@acf.hhs.gov If unable to submit electronically, send to: Melvenia Wright U.S. Department of Health and Human Services Administration for Children and Families Administration on Developmental Disabilities 370 L'Enfant Promenade, SW. Mail Stop HHH 405-D Washington, DC 20447

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Due Date	Frequency	Type of Report	Period Covered	Form of Report	Send Report To:
30-Nov	Annually until all funds disbursed	Financial report on HAVA Title II, Section 261 for funds provided in FY 2003 only	September 1 of the previous year to August 31 of the current year	SF 269a	<p>Send electronically to: joseph.lonergan@acf.hhs.gov</p> <p>If unable to submit electronically, send to:</p> <p>Joseph Lonergan Administration for Children and Families Office of Grants Management Division of Mandatory Grants 370 L'Enfant Promenade, SW Washington, DC 20447</p>
30-Dec	Annually until all funds disbursed	Financial report on HAVA Title II, Section 261 for funds provided in FY 2004 and beyond	October 1 of the previous year to September 30 of the current year	SF 269a	<p>Send electronically to: joseph.lonergan@acf.hhs.gov</p> <p>If unable to submit electronically, send to:</p> <p>Joseph Lonergan Administration for Children and Families Office of Grants Management Division of Mandatory Grants 370 L'Enfant Promenade, SW Washington, DC 20447</p>
31-Dec	Annually	HAVA Title II, Section 261 for funds provided in FY 2005 and beyond	October 1 of the previous year to September 30 of the current year	<p>Narrative:</p> <ul style="list-style-type: none"> • Describing how the State followed the plan for each of the four mandated areas. • Describing any activities carried out by the State that displayed innovation and can be shared with others as "best practices". • Describing any significant barriers/roadblocks to carrying out the State's activities and, if possible, suggested solutions. • Describing activities which involved collaboration with other organizations or groups, for example the Protection & Advocacy System within your state, disability advocacy groups, student groups, etc. • Including, if possible, comment upon continuity. (Has the State been able to build upon earlier "start up" activities in an effective manner?) • Including comment upon citizen feedback on voter accessibility issues within your State if such information is available. 	<p>Send electronically to: melvenia.wright@acf.hhs.gov</p> <p>If unable to submit electronically, send to:</p> <p>Melvenia Wright U.S. Department of Health and Human Services Administration for Children and Families Administration on Developmental Disabilities 370 L'Enfant Promenade, SW. Mail Stop HHH 405-D Washington, DC 20447</p>