

U.S. ELECTION ASSISTANCE COMMISSION

HAVA Progress Report (PR) Guidance

Your State Plan (251) or your Program Narrative (101 grants) established the programmatic objectives that EAC will monitor over the course of the performance period. The Election Assistance Commission (EAC) requires all grantees to submit a Progress Report (PR)

Reporting Periods and Due Dates

Reports are due semi-annually until all funds and interest are expended.

The mid-year report covers the period from October 1 through March 31 and is due by April 30.

The annual report covers the 12-month period from October 1 - September 30 and is due by December 29.

The final progress report is due 90 days after all funds under the grant have been expended, including federal, state, program income and interest.

EAC also requires grantees to submit federal financial reports of the expenditures related to the state plan/ program narrative. Please refer to the EAC Federal Financial Report Guidance for additional information.

Submission Instructions

States must submit separate reports for each individual grant from EAC. Reports should be completed in the appropriate electronic format. If a paper form is required for accessibility reasons, please email grants@eac.gov for additional instructions.

Completing the Progress Report

Section I: Cover Page

1. State or Territory: Enter the name of the state or territory that received the grant and is submitting the report.
2. Grant Number: Enter the grant number from the Notice of Award (NOA)
3. Grant Type: Select the name of the grant program from the provided options. If selecting “Other” please write in the name of the program.
 - 101
 - 251
 - Election Security
 - Other:
4. Report Type: Select the current reporting period from the provided options. If selection “Other” please write in the reporting period type.
 - Semi-Annual (Oct 1 - March 31)
 - Annual (Oct 1 - Sept 30)
 - Final Report (Start of Grant-End)

- Other:

5. Reporting Period

Reporting Period Start Date: Enter the start date of the reporting period (MM/DD/YYYY)

Reporting Period End Date: Enter the end date of the reporting period (MM/DD/YYYY)

Section II: Progress Narrative

Instructions: Reports due for the period ending March 31 should describe the activities from the previous six-month period and reports due for the period ending September 30 should cover the previous 12-month period. Final reports should cover the entire performance period from the start of the grant. All expenses should be reported by reporting period and cumulative, with cumulative totals matching what is reported on the FFR.

Additional guidance can be found on our website: <https://www.eac.gov/payments-and-grants/financial-progress-reporting>

EAC grants reports will be made publicly available. Therefore, your report narrative should:

- Be written in clear, concise, and plain language
- Not include sensitive confidential information

Check if no grant activity during this reporting period.

****Only check this box if you do not have any grant activity/expenditures to report for the current reporting period. You will have the option to enter an explanation via a “Comments” box.****

6. For each of the following categories, *briefly* describe the activities carried out during the reporting period only and how you implemented the approved grant activities in accordance with your Program Narrative.

For each category provide all federal expenditures (including federal interest and subaward expenditures) and state match expenditures (including state interest, program income, and subaward expenditures) for the reporting period only. (*Note:* You will be able to provide more details on subaward activities and expenditures in Section III).

If you do not have any expenditures or activity to report for a specific category, you have the option of selecting “Check if no activity for this category.” 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 those expenditures accordingly. (You must 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).

Each category of the narrative section will ask for the Federal amount of expenses for the reporting period and the related Match expenses. Please use the provided fields to identify the amounts for the related reporting period and provide cumulative amounts for Final reports. All federal expenditures should include federal interest and subawards expenses. All state match expenditures should include state interest, program income, and subaward expenses.

Report expenditures and activities for the following categories per the description provided:

- a) **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
- b) **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.
- c) **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 such as staffing, travel, training, contracts for services, and maintenance of any systems.
- d) **Election Auditing:** All costs associated with post-election auditing, including staffing, travel, training, contracts for services, and maintenance of any systems.
- e) **Cyber Security:** All costs associated with cyber security such as monitoring software, staffing, travel, training, contracts for services, and maintenance of any systems.
- f) **Physical Security:** All costs associated with physical security such as security cameras and secured physical access including locks, barriers, key cards, etc.
- g) **Voter Education:** Activities related to educating voters on voting rights, voting procedures, and voting technology. Associated costs may include contracts for various print, online or other media and the state toll-free phone number for the public to communicate with state and county election office.
- h) **Accessibility:** All costs associated with ensuring polling places and election-related facilities are fully accessible.
- i) **Other (write in):**
 - Bank Fees
 - Audit Fees
 - Software and licenses not directly allocable to one of the main program categories
 - Overall election management/administration that cannot be allocated to categories a through h.

7. Provide a description of any training conducted, including cyber/ security training and any election related training.

Training may include elections staff training, poll worker and volunteer training, desktop exercises, election-related conferences, webinars, and educational resources.

8. Match (if applicable): Describe how you will or have made the match available and identify the source of your match. (Note: For Election Security grants there is a two-year deadline from the date of disbursement to make match funds available).

For Election Security awards, clarify how and when the 2-year deadline from date of disbursement for match was or is being satisfied. If the match requirement has been met, please provide an explanation that the match was met in a previous reporting cycle. (The territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands are exempt from match).

Section III: Additional Subaward Information

If your organization provides subaward please answer the questions provided in full.

9. Subgrants (if applicable)

- a. Briefly describe your subaward program, including how many subawards were made, and how your program reflects the needs of local communities.

Descriptions of subaward programs may include details such as the purpose or intent of the awards (example: to upgrade voting technology) or whether your state legislature executed statute requiring HAVA grants be subgranted to local entities.

- b. Identify whether subgrants were provided as an advance or on a cost-reimbursement basis. If provided as an advance, confirm whether funds were deposited in an interest-bearing account per HAVA 254(b)(1)(d) and the Uniform Guidance §200.305(b)(7,8) and §200.332(a)(2,3).

In addition to the details provided under question 9a, please confirm how the subgrant funds were provided to local election jurisdictions. Were funds distributed as a cash advance or are subgrantees required to submit their costs for reimbursement?

10. Subaward Expenditures by Category

Provide a breakdown of subaward expenditures across major categories for the current reporting period only.

For each Expenditure Category in the table, provide both the federal and match expenditures across all subawards that were incurred during the current reporting period. (Note: These expenditures should also be included in the amounts provided for question 6.)

Example of Subaward Expenditures Table

Category	Federal Expenditures	Match Expenditures
Voting Equipment		
Voting Processes		
Voter Registration Systems		
Election Auditing		
Cyber Security		
Physical Security		
Voter Education		
Accessibility		
Other (write in):		
Total:		

Section IV: Challenges and Changes

Please describe the challenges that you encountered during this reporting period, including:

11. Issues Encountered

- a. Describe any issues that arose during the implementation of the project.

Major issues include any challenges that negatively impacted operations or activities, including delays, changes to project delivery, service interruptions, etc.

- b. Describe how and whether issues were resolved. Also, briefly discuss the implications of any unresolved issues.

If an issue was unresolved, briefly explain why and whether additional changes were made to your program as a result.

12. Describe any significant changes to your program during the reporting period, including changes to your original State Plan or Program Narrative or favorable developments that improved program efficiency and/or service delivery.

Significant changes include changes to the scope, delivery, timeline, or goals of your program including any potential improvements. If the changes are material and require a revision to your State Plan or Program Narrative, please provide a brief description of how your plan will be amended.

Section V: Expenditures

13. The Expenditure Table includes cumulative and current reporting period data.

Electronic Submission

“Current Reporting Period” amounts are auto-filled based on your response to Section II, #6.

“Previous Expenditures” refers to cumulative expenditures from the previous annual reporting period. If this is your first time entering cumulative data, please enter the amounts. Once your initial report has been submitted, the column will be auto-filled for future reports. Review the table and ensure the amounts are accurate and make corrections as needed prior to submission.

Expenditures should be consistent with activities described in your narrative and with the amounts in your federal financial report

Paper Submission

Please enter the Federal and State match expenditures for both the current reporting period and cumulative expenditures from the start of the grant performance period. Write in any costs that do not fit into the predefined categories next to “Other”.

“Current Reporting Period” amounts should be the same amounts reported in question #6a-i.

“Previous Expenditures” refers to cumulative expenditures from the previous annual reporting period. The column for “Current Cumulative Expenditures” will automatically calculate cumulative expenditures for the current reporting period.

Expenditures should be consistent with activities described in your narrative and with the amounts in your federal financial report.

Expenditures should be consistent with the activities described in your narrative and with the amounts in your financial reports. (The bottom left-most expenditure total in the table should align with cumulative amounts reported in your Federal Financial Report).

Example of Federal and Match Expenditure Table.

Category	Federal Expenditures			Match Expenditures		
	Previous Expenditures	Current Reporting Period Expenditures	Current Cumulative Expenditures	Previous Expenditures	Current Reporting Period Expenditures	Current Cumulative Expenditures
Voting Equipment						
Voting Processes						
Voter Registration Systems						
Election Auditing						
Cyber Security						
Physical Security						
Voter Education						
Accessibility						
Other:						
Totals						

***Match: The territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands are exempt from match.*

Section VI: Final Assessment

The final progress report is your opportunity to share the significant successes of your project and the results your project achieved. The report should cover the entire period of performance.

14. Self-Assessment

Assess whether the goals set out in your State Plan and/or Program Narrative were met as intended during the grant program. Highlight any needs that were not met, ongoing, or under-resourced.

Please consider the full grant performance period in your assessment of the success of your program. Were the needs of the state and local election jurisdictions met? What were the strengths and weaknesses of your program? Were HAVA funds used effectively? What would you do differently if additional funding were made available?

15. Impact and Achievements

Describe how this grant program impacted elections in your state/territory. Highlight your accomplishments and successes.

Describe the impact of HAVA funds on election administration at both the state and local level. What services or activities had the greatest positive impact?

16. Lessons Learned

Describe any lessons learned during the grant that may be replicated, expanded, or used as a model for other state programs.

How can you expand on your successes to further improve election administration in your state/territory? Were there any projects, activities, or services that could be adapted by other state programs? How do you share what you've learned with local election jurisdictions and other states?

CERTIFICATION

An authorized individual must submit the EAC-PR form. Fill in the Name and Contact information of the authorized certifying official of the grant recipient, with complete signature.

CHANGES TO STATE PLAN OR BUDGET

If your State Plan or Budget changes over the life of a grant, contact the EAC grants office (grants@eac.gov) to learn how to complete and submit an amendment. Budget amendments are typically approved within 48 hours.

EXTENSION

Extensions must be approved by the EAC and requests must be made in advance of the reporting deadline. Generally, the EAC grants extensions for up to one week after the deadline. Longer extensions may be considered if there is sufficient cause for the delay. Any missed reports are recorded as late and out of compliance.