

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 01/31/2019

1. Federal Agency and Organizational Element to Which Report is Submitted <div style="border: 1px solid black; padding: 2px; min-height: 20px;">U.S. Election Assistance Commission</div>		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; padding: 2px; min-height: 20px;">2018 Election Security funds</div>	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: <div style="border: 1px solid black; padding: 2px; width: 90%;">WEST VIRGINIA SECRETARY OF STATE</div> Street1: <div style="border: 1px solid black; padding: 2px; width: 80%;">STATE CAPITOL BUILDING, 157-K</div> Street2: <div style="border: 1px solid black; padding: 2px; width: 80%;"></div> City: <div style="border: 1px solid black; padding: 2px; width: 30%;">CHARLESTON</div> County: <div style="border: 1px solid black; padding: 2px; width: 30%;">KANAWHA</div> State: <div style="border: 1px solid black; padding: 2px; width: 40%;">WV: West Virginia</div> Province: <div style="border: 1px solid black; padding: 2px; width: 40%;"></div> Country: <div style="border: 1px solid black; padding: 2px; width: 40%;">USA: UNITED STATES</div> ZIP / Postal Code: <div style="border: 1px solid black; padding: 2px; width: 40%;">25305-000</div>			
4a. DUNS Number <div style="border: 1px solid black; padding: 2px; min-height: 20px;">361960768</div>	4b. EIN <div style="border: 1px solid black; padding: 2px; min-height: 20px;">55-60000789</div>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="border: 1px solid black; padding: 2px; min-height: 20px;">1615</div>	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: <div style="border: 1px solid black; padding: 2px; min-width: 80px;">03/23/2018</div> To: <div style="border: 1px solid black; padding: 2px; min-width: 80px;">03/22/2023</div>	9. Reporting Period End Date <div style="border: 1px solid black; padding: 2px; min-height: 20px; text-align: center;">09/30/2019</div>

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">0.00</div>
b. Cash Disbursements	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">0.00</div>
c. Cash on Hand (line a minus b)	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">0.00</div>
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">3,611,943.00</div>
e. Federal share of expenditures	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">0.00</div>
f. Federal share of unliquidated obligations	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">3,587,122.42</div>
g. Total Federal share (sum of lines e and f)	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">3,587,122.42</div>
h. Unobligated balance of Federal Funds (line d minus g)	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">24,820.58</div>
Recipient Share:	
i. Total recipient share required	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">180,597.00</div>
j. Recipient share of expenditures	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">180,597.00</div>
k. Remaining recipient share to be provided (line i minus j)	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">0.00</div>
Program Income:	
l. Total Federal program income earned	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">40,495.81</div>
m. Program Income expended in accordance with the deduction alternative	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">0.00</div>
n. Program Income expended in accordance with the addition alternative	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">0.00</div>
o. Unexpended program income (line l minus line m or line n)	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;">40,495.81</div>

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>
<div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<div style="border: 1px solid black; width: 80px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>
g. Totals:				<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>	<div style="border: 1px solid black; width: 130px; height: 20px;"></div>
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: <div style="border: 1px solid black; height: 20px; width: 300px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; margin: 0;"> <div style="border: 1px solid black; padding: 2px 5px;">Add Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">Delete Attachment</div> <div style="border: 1px solid black; padding: 2px 5px;">View Attachment</div> </div>						
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>Prefix: <div style="border: 1px solid black; padding: 0 10px;">Ms.</div></div> <div>First Name: <div style="border: 1px solid black; padding: 0 10px;">Brittany</div></div> <div>Middle Name: <div style="border: 1px solid black; padding: 0 10px;">D'Nique</div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Last Name: <div style="border: 1px solid black; padding: 0 10px;">Westfall</div></div> <div>Suffix: <div style="border: 1px solid black; width: 80px; height: 20px;"></div></div> </div> <div style="margin-top: 5px;">Title: <div style="border: 1px solid black; padding: 0 10px;">Director of Elections</div></div>						
b. Signature of Authorized Certifying Official <div style="border: 1px solid black; height: 40px; width: 100%; text-align: center; vertical-align: middle; font-size: 1.5em; color: blue;"> Brittany Westfall </div>				c. Telephone (Area code, number and extension) <div style="border: 1px solid black; padding: 2px; width: 150px;">304-356-2695</div>		
d. Email Address <div style="border: 1px solid black; padding: 2px; width: 100%;">bwestfall@wvsos.gov</div>				e. Date Report Submitted <div style="border: 1px solid black; padding: 2px; width: 100%;">1/13/20</div>		14. Agency use only:



Office of the Secretary of State
State Capitol
Charleston, West Virginia 25305

Mac Warner
Secretary of State
State of West Virginia

Telephone: (304) 558-6000
Toll Free: 1-866-SOS-VOTE
Fax: (304) 558-0900
www.wvsos.gov

HAVA Election Security Funds Narrative Report For the Period of 10/1/2018 – 9/30/2019

This is the State of West Virginia’s 2018 Help America Vote Act (HAVA) Election Security Funds Narrative Report for the period of 10/1/2018 – 9/30/2019. Funds received under HAVA are tracked by a management system called OASIS, which is an accounting tool utilized by State agencies to manage financial resources. The amounts disclosed in this Report were taken and/or derived from the OASIS system.

West Virginia received a total of \$3,611,943 through the Consolidated Appropriations Act of 2018 (“the Act”), which included the 2018 HAVA Election Security Grant (“HAVA 2”). As authorized under the Act and HAVA 2, the purpose of this award is to “improve the administration of elections for Federal office, [which] . . . enhance election technology and make election security improvements” to election systems, equipment and processes.

A total of \$3,611,943 was distributed by the State Election Commission to the counties during the 2018 reporting period. A total of \$24,820.58 was not spent by the counties and was returned to the West Virginia Secretary of State during this reporting period. Interest earned this year totals \$8,338.56, and the interest earned total to date is \$40,495.81. The table below displays the amount of money returned to the West Virginia Secretary of State by the counties.

<u>County</u>	<u>Amount Returned</u>
Fayette	\$186.16
Grant	\$0.34
Hancock	\$100.04
Jackson	\$11.05
Kanawha	\$19,196.65
Summers	\$5,326.34
Total	\$24,820.58

Sub-Grant Program

During the 2018 Legislative Session, the West Virginia Secretary of State (“WVSOS”) worked with the West Virginia Legislature (“Legislature”) to pass a bill that restructured the process of counties acquiring and availability of HAVA funds originally appropriated to the State. Specifically, the Legislature created an opportunity for counties to apply for grants from the

previously existing HAVA funds set aside in a loan account for approved purchases under HAVA and the West Virginia HAVA State Plan, which included improvements to physical and cyber security protections, voting system upgrades, ADA compliance (both physical structures and voting machine availability), training and expenses related to maintaining the Statewide Voter Registration System.

The Legislature's statutory modification of the original HAVA loan funds created the ability for WVSOS to combine the original funds with the recently appropriated HAVA 2 funds to local election officials as sub-grants (or loans) to boost their purchasing power for elections systems and security.

Specifically, the State's share of the HAVA 2 funds totaled \$3,611,943, which were added to the \$2,923,535.96 available under the previous county loan program, which resulted in a total balance of \$6,535,478.96 available to counties as sub-grants.

The State passed an Administrative Rule (Code of State Rules § 153-10), which provided the process and requirements for counties to apply for and receive sub-grants for the purposes reflected in HAVA and the HAVA State Plan. The Administrative Rule also created a HAVA Grant Board, comprised of five (5) board members responsible for reviewing sub-grant applications and providing recommendations for each to the West Virginia State Election Commission for sub-grant approval.

Below is the list of the HAVA Grant Board members who were responsible for reviewing sub-grant applications for the 2018 Election Security Funds:

1. Donald Kersey, Elections Director for the West Virginia Secretary of State's Office (chair);
2. Brian Wood, Putnam County Clerk;
3. Roger Toney, Boone County Clerk;
4. Rebecca Blaine, Director of Intergovernmental Affairs for the Governor's Office; and
5. Joy Doss, Advocate with Disability Rights of West Virginia.

Below is the list of current HAVA Grant Board members:

1. Brittany Westfall, Elections Director for the West Virginia Secretary of State's Office (chair);
2. Brian Wood, Putnam County Clerk;
3. Roger Toney, Boone County Clerk;
4. Rebecca Blaine, Director of Intergovernmental Affairs for the Governor's Office; and
5. Scott Risen, Advocate with Disability Rights of West Virginia.

Following the creation of the HAVA Grant Board, the HAVA grant application period was open from July 25, 2018, until August 24, 2018. After the close of the application period, a total of forty-one (41) counties applied for HAVA grants under the following categories with corresponding county-match percentages (note: the corresponding local match percentages are state-mandated and not reflected in the State's required share, which purpose was designed to provide the maximum leverage of the federal funds appropriated to the State):

- Equipment, software and/or services for **electronic voting systems** (maximum of 50% grant with a required 50% or more local match depending on the grant amount);
- Equipment, software and/or services for **cyber and/or physical security measures** to protect election systems (maximum of 85% grant with a 15% or more local match depending on the grant amount);
- Equipment, software and/or services for **electronic poll books** (maximum of 85% grant with a 15% or more local match depending on the grant amount).

HAVA 2 funds were distributed by the State Election Commission upon recommendation by the HAVA Grant Board to the following counties: Boone, Braxton, Cabell, Clay, Doddridge, Fayette, Grant, Greenbrier, Hampshire, Hancock, Hardy, Harrison, Jackson, Jefferson, Kanawha, Lincoln, Logan, Marion, Mercer, Mineral, Mingo, Monroe, Nicholas, Ohio, Pendleton, and Pocahontas. With the exception of Pocahontas, each county received all of its funding from the 2018 HAVA Election Security funds. Pocahontas received 71.89% of its funding through the 2018 Election Security funds, and 28.11% of its funding through HAVA 1 (see 2018 FFR for Section 251 funds and corresponding narrative report for more information).

All expenditures listed for 2018 reporting period were primarily used for enhancing election technology and security. All these were spent or obligated within one-hundred-twenty (120) days of receipt, as required by the Administrative Rule.

Any further information may be obtained by contacting Brittany Westfall, the Elections Director, at bwestfall@wvsos.gov.