

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  <b>ELECTION ASSISTANCE COMMISSION</b>					2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  <b>AZ20101001</b>				
3. Recipient Organization (Name and complete address including Zip code)  <b>State Library, Archives &amp; Public Records, Arizona</b> <b>1700 W Washington St Fl 7, Phoenix, AZ 850072808</b>									
4a. DUNS Number		4b. EIN		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		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 (Month, Day, Year) From: <b>March 28, 2018</b> To: <b>September 30, 2019</b>						9. Reporting Period End Date (Month, Day, Year) <b>September 30, 2020</b>			
<b>10. Transactions</b>								Cumulative	
(Use lines a-c for single or combined multiple grant reporting)									
<b>Federal Cash (To report multiple grants separately, also use FFR Attachment):</b>									
a. Cash Receipts								\$15,860,974.00	
b. Cash Disbursements								\$8,483,595.39	
c. Cash on Hand (line a minus b)								\$7,377,378.61	
(Use lines d-o for single grant reporting)									
<b>Federal Expenditures and Unobligated Balance:</b>									
d. Total Federal funds authorized								\$15,860,974.00	
e. Federal share of expenditures								\$8,483,595.39	
f. Federal share of unliquidated obligations								\$0.00	
g. Total Federal share (sum of lines e and f)								\$8,483,595.39	
h. Unobligated balance of Federal funds (line d minus g)								\$7,377,378.61	
<b>Recipient Share:</b>									
i. Total recipient share required								\$2,052,644.00	
j. Recipient share of expenditures								\$2,052,644.00	
k. Remaining recipient share to be provided (line i minus j)								\$0.00	
<b>Program Income:</b>									
l. Total Federal share of program income earned								\$291,489.31	
m. Program income expended in accordance with the deduction alternative								\$0.00	
n. Program income expended in accordance with the addition alternative								\$0.01	
o. Unexpended program income (line l minus line m and line n)								\$291,489.30	
11. Indirect Expense		a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
g. Totals:						\$0.00	\$0.00	\$0.00	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  State Interest Earned FFY20: \$83,269									
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 intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)									
a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Schnupp, Sarah</b> <b>Chief Financial Officer</b>						c. Telephone (Area code, number, and extension)  d. Email Address			
b. Signature of Authorized Certifying Official  <b>Schnupp, Sarah</b>						e. Date Report Submitted (Month, Day, Year)  <b>December 29, 2020</b>			

Standard Form 425  
OMB Approval Number: 4040-0014  
Expiration Date: 02/28/2022

## Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

**FEDERAL FINANCIAL REPORT**

(Additional Page)

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Federal Agency & Organization : ELECTION ASSISTANCE COMMISSION

Federal Grant ID : AZ20101001

Recipient Organization : State Library, Archives & Public Records, Arizona  
1700 W Washington St Fl 7, Phoenix, AZ 850072808

DUNS Number :

DUNS Status when Certified :

EIN :

Reporting Period End Date : September 30, 2020

Status :

Remarks :

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**Federal Agency Review**

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

# EAC Progress Report

Response ID:69 Data

## 1. Login

Please enter your userword and password to begin the Progress Narrative. If you require assistance or have any questions, please contact [grants@eac.gov](mailto:grants@eac.gov)

## 2. Verification

## 3. EAC Progress Report

### 1. State or Territory:

Arizona

### 2. Grant Number:

AZ20101001-01

### 3. Report:

Annual (Oct 1 - Sept 30)

### 4. Grant:

Please select only one.

Election Security

### 5. Reporting Period Start Date

10/01/2019

### 6. Reporting Period End Date

09/30/2020

### 7. DUNS/UEI:

### 8. EIN:

### 9. Recipient Organization:

#### Organization Name

Arizona Secretary Of State

#### Street Address

1700 W Washington, 7th Floor

**City**

Phoenix

**State**

AZ

**Zip**

85007

#### 4. Progress and Narrative

**10. Describe in detail what happened during this reporting period and explain how you implemented the approved grant activities.**

The Arizona Secretary of State's Office performed various approved grant activities throughout the state during this reporting period. Our office held a training on signature verification and conducted a tabletop exercise (TTX) training. The signature verification courses provided county staff with instruction on how to compare the signature on a voter's affidavit envelope or ballot affidavit with the voter's signature in the voter registration database. While the TTX training provided county officials and staff with realistic scenarios to assist them in preparing for critical incidents regarding their responses and recovery.

Our office also provided subgrants to Arizona counties, including \$4,765,952 in formula grants that the counties could use toward any allowable HAVA grant category, \$678,129 specifically for security fortification, and \$75,000 for public education. Formula grants have been used to purchase voting equipment, ballot drop boxes, accessible voting booths, and computer hardware and software along with other election security items. The office's designated grant coordinator helped to oversee the county subgrants and a small portion of their salary was paid with the grant.

In addition to these activities, our office paid for voter registration system items, such as project deliverables for the new statewide voter registration database, project management costs associated with implementation of the new system, and disaster recovery site expenditures. Lastly, our office utilized HAVA funds to educate the public during the presidential primary election season.

**11. Provide a timeline and description of project activities funded to meet HAVA requirements. Provide an analysis of how such activities conform to the submitted State Plan or Program Narrative as applicable.**

The Arizona Secretary of State's Office continued funding AVID, the state's voter registration database, throughout the reporting period which conforms to the State Plan along with the Program Narrative's cyber vulnerabilities in maintaining and securing registered voters' data.

County subgrants including the fortification subgrants were distributed to counties during the reporting period. The fortification subgrants to counties conformed to the Program Narrative's cyber vulnerabilities and subgrants categories. Formula subgrants were also dispersed and are a part of the longer-term activities under the Program Narrative subgrants to ensure counties can address their individual needs.

In December 2019, the Arizona Secretary of State's Office conducted election security tabletop exercise (TTX) training, working with counties on improving cyber vulnerabilities.

Additionally, due to COVID-19, and based on CDC guidelines and other recommendations around social distancing, our office funded virtual signature verification training for county staff, taking precautions to ensure the safety of election staff.

Lastly, the grant funded communications activities at both the county and state levels for federal elections during the grant

period.

**12. Describe any significant changes to your program during the course of the project, or if the project was implemented differently than described in your original State Plan or Program Narrative.**

**Otherwise enter - no significant changes during this period.**

No significant changes during this period.

**13. Describe any favorable developments which enabled meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.**

**Otherwise enter N/A.**

N/A

**14. Report on the number and type of articles of voting equipment obtained with the funds. Include the amount expended on the expenditure table.**

**Otherwise enter - No articles of voting equipment purchased during this period.**

The counties reported using their formula subgrants for the following purchases.

7 Ballot on Demand Printers, 120 Express Vote Printers, 4 Express Vote and 25 MY3 Printers \$123,477.21  
OKI Monochrome Printer \$218.57  
3 Kodak Scanmate/Printers \$6,000.00  
Model DS450 High Speed Digital Image Scanner \$58,630.00  
1 DS200 \$39,082.29  
7 DS200 Ballot Scanners, 8 Express Vote Terminals, 9 Express Vote Printers and 9 Express Poll Tablet/MY3 Printers \$98,071.61  
1 ES&S DS450, 11 Express Vote Machines and 5 Ballot on Demand printers \$108,665.02  
30 E-poll pads with cases (iPads); 90 E-poll pads w/o cases; 90 cases with printers and sleds (all include software) \$88,104.59  
Ballot on Demand Printers \$29,940.20  
300 Apple iPads \$95,000.00  
110 Express Vote Units (Note: Funding applied toward total cost which exceeds funding amount) \$175,000.00  
35 OVI-VC and OVCS Rental Units \$29,947.71  
Ballot scanner/tabulator (DS200) units and Express Vote Ballot marking devices \$20,470.00  
Total Amount \$872,607.20

**15. Provide a description of any security training conducted and the number of participants.**

**Otherwise enter - no security training conducted during this period.**

The Arizona Secretary of State's Office conducted tabletop exercises (TTX) for 70 county officials and staff. Participants received scenario-based training on critical incidents that potentially may affect election security. Participants collaborated and advised of best practices within their counties. They were able to develop plans and be proactive in preparation in the event a critical incident occurs to ensure they act swiftly and take the appropriate action to secure systems and protect the integrity of elections. Participants also were provided resources and tools as a proactive measure for them to reassess their security plans and ensure they have a recovery plan in place.

**16. Subgrants (if applicable):**

**Describe how you made funds available to local jurisdictions.**

**Provide a description of the major categories of subgrant activities local voting districts will accomplish with the funds.**

**Otherwise enter N/A.**

The Arizona Secretary of State's Office created a formula distribution for Arizona counties. Each county was awarded a base amount and then an additional amount based on the number of active voters within the county. Counties are required to apply for the funds. The application includes the item(s)/service(s) that will be purchased, the project's intent, what federal HAVA guideline the project falls within, how the project enhances election technology or improves election security while benefiting registered voters and an explanation of how their county will be affected if their project request is not approved. Applications are reviewed by the Secretary of State's HAVA grant coordinator, Chief Financial Officer, and Assistant Secretary of State.

Counties have used their subgrants to improve and replace voting systems and improve accessibility for voters to cast their vote with ballot drop boxes and accessible voting booths. Additionally, counties have trained staff and conducted voter outreach to educate voters on procedures and their rights while ensuring they received trusted information. County subgrant activities have improved election security, upgraded election related computer systems and improved the administration of elections.

The counties also received fortification subgrants to be used specifically to implement cyber security recommendations made through assessments.

Additionally, some counties received communications subgrants from our office.

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**17. Match (if applicable):**

**Describe how you are meeting the matching requirement.**

**Otherwise enter - match not required.**

We have met the match obligation using eligible expenses from County general operating budgets.

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**18. Issues Encountered:**

**Describe all major issues that arose during the implementation of the project and the reasons why established goals were not met, if appropriate. Address each issue separately in its own section, and describe whether and how the issues were resolved. Also, briefly discuss the implications of any unresolved issues or concerns.**

**Otherwise enter - no issues encountered.**

In Arizona HAVA funds are subject to legislative appropriation and we are required to submit expenditure plans to the joint legislative budget committee each year. These requirements sometimes impede and delay our ability to access the funds since the legislature and their committees do not meet year round.

Also, we have been unsuccessful at lobbying the legislature for cash matches on the funds, and instead have relied on county general operating expenditures to meet match requirements.

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**19. Upcoming Activities:**

**Provide a timeline and description of upcoming activities.**

Our spending plans for state fiscal years 2021 and 2022 include the following activities/programs. We have requested that the legislature appropriate more HAVA funds to our office. Without the necessary appropriations we may not be able to fully implement these plans.

Threat Liaison Officer Program: The Threat Liaison Officer (TLO) provides for an officer to be stationed with each county election official on Election Day. These funds would be used for overtime, travel and any other expenses associated with having a TLO on site at all 15 counties. TLOs are specially trained officers who are connected with the Arizona Counter

Terrorism Information Center throughout the day and are communicating incidents and threats back and forth in order to ensure security of elections.

IT Security Enhancements: Purchase virtual firewalls and load balancers. Purchase tenable network security scanner. Purchase NTA/UEBA solution (Darktrace) that detects unusual and known malicious network behavior, can stop the malicious traffic before it has a chance to damage systems, and provides forensic history for investigative use. Hire a contractor or service to help with implementing solutions recommended in security assessments. Additionally, we have requested that appropriations be made available for funding new tools or applications to enhance our cybersecurity posture as the elections security community suggests or recommends them.

Statewide voter registration system (AVID): Continue to fund activities including system deliverables, project management, a portion of system maintenance and operations, and system enhancements.

County Subgrants: Continue to review/fund county applications for formula subgrants.

HAVA Grant Coordinator: Continue to fund a portion of one FTE charged to HAVA for administrative work.

Public Education: The 2020 Election generated a lot of questions about how elections work, and elections officials have answers to these questions. Throughout the 2020 Election cycle, the SOS worked with all 15 county recorders and elections directors to provide information about elections practices, laws, and procedures using a variety of media platforms. There is a lot of work that needs to be done to continue to build faith and confidence in elections in Arizona prior to the 2022 Election cycle. The SOS wants to be able to continue to work in partnership with the counties to build out the content on Arizona.vote, as well as have public service announcements about voter registration deadlines, election dates, and other critical information ahead of the 2022 Primary and General Elections.

County Employee Engagement: The purpose of this is to hold workshops that help build public response skills for the counties. Additionally, a program is needed to promote a security-focused mindset on a daily basis. This involves hosting table top exercises, distributing materials, and constantly engaging with the counties on an individual basis, as well as collectively, to create a security-conscious election ecosystem. The expenses would include printing and distributing materials, expenses related to hosting an event, web design, incentive programs, and travel.

Election Public Education/Information Position: This new position would support the SOS Elections Division to provide trusted information for voters who reach out to the Secretary of State as well as in the community. This position would ensure active engagement between the Communications and Elections Divisions within the SOS to provide coordination with the public education plan, to establish consistent messaging and affirmative voter outreach and education that is reflective of and responsive to constituent questions and requests.

Election Security Analyst: This position was created in fiscal year 2021 and requires ongoing funding. The position provides active engagement coordination between the IT and Elections Divisions within the SOS, with a primary focus on ensuring security of the state's elections' systems, including the statewide voter registration database, as well as provide consultation and training to the counties on cyber security threats and strategies to mitigate them.

GIS/Redistricting Contract Position: Upon completion of the 2020 census, the Arizona Independent Redistricting Commission will draw new congressional and state legislative district lines. The new district lines will need to be incorporated into the statewide voter registration, which requires significant work by and with the Secretary of State's Office, county GIS departments, and County Recorder's Offices to ensure voters are correctly reassigned to new districts.

County IT Enhancements: This funding would enable us to work with the Counties on implementation of several security measures, such as firewalls, domain name systems (DNS), security controls, Albert sensors, phishing testing, network security testing, network behavior analytics, and security studies.

## 5. Expenditures

### 20. Current Period Amount Expended and Unliquidated Obligations

#### GRANT COST CATEGORIES

	Federal	Match
Voting Equipment:	\$0.00	\$1,198,005.70
Post-Election Auditing:	\$0.00	\$0.00
Voter Registration Systems:	\$465,285.83	\$0.00
Cyber Security:	\$8,095.61	\$132,724.23
Communications:	\$43,912.50	\$721,914.07
Total	\$6,031,170.22	\$2,052,644.00
Grant Coordinator Salary	\$7,955.56	\$0.00
County Subgrants	\$4,646,473.79	\$0.00
County Subgrants - Voting Equipment	\$872,607.20	\$0.00
Correcting Transfer	-\$13,160.27	\$0.00

OMB CONTROL NUMBER: 3265-0020

## 6. Certification

Name and Contact of the authorized certifying official of the recipient.

**First Name**

Sarah

**Last Name**

Schnupp

**Title**

Chief Financial Officer

**Phone Number**

**Email Address**

Signature of Certifying Official:





Signature of: Sarah Schnupp

## 7. Report Submitted to EAC



Thank you, your progress report has been submitted to EAC. Please keep the PDF download of your submission as grant record.