

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted ELECTION ASSISTANCE COMMISSION	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) NH20101001
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3. Recipient Organization (Name and complete address including Zip code)
**SECRETARY STATE, NEW HAMPSHIRE DEPT OF
107 N MAIN ST RM 204, CONCORD, NH 033014951**

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 type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: March 28, 2018 To: September 30, 2019	9. Reporting Period End Date (Month, Day, Year) September 30, 2020
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10. Transactions Cumulative
(Use lines a-c for single or combined multiple grant reporting)

Federal Cash (To report multiple grants separately, also use FFR Attachment):

a. Cash Receipts	\$6,582,633.00
b. Cash Disbursements	\$1,858,696.39
c. Cash on Hand (line a minus b)	\$4,723,936.61

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	\$6,582,633.00
e. Federal share of expenditures	\$1,858,696.39
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$1,858,696.39
h. Unobligated balance of Federal funds (line d minus g)	\$4,723,936.61

Recipient Share:

i. Total recipient share required	\$851,189.00
j. Recipient share of expenditures	\$403,167.74
k. Remaining recipient share to be provided (line i minus j)	\$448,021.26

Program Income:

l. Total Federal share of program income earned	\$114,043.57
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income expended in accordance with the addition alternative	\$0.00
o. Unexpended program income (line l minus line m and line n)	\$114,043.57

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Fixed	10	October 1, 2019	September 30, 2020	\$1,036,855.36	\$103,685.54	
g. Totals:					\$1,036,855.36	\$103,685.54	\$0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
State interest earned (current fiscal year): \$0

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 Swett, Nancy Business Systems Analyst II	c. Telephone (Area code, number, and extension) d. Email Address
b. Signature of Authorized Certifying Official Swett, Nancy	e. Date Report Submitted (Month, Day, Year) August 25, 2021

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)

Federal Agency & Organization : ELECTION ASSISTANCE COMMISSION

Federal Grant ID : NH20101001

Recipient Organization : SECRETARY STATE, NEW HAMPSHIRE DEPT OF
107 N MAIN ST RM 204, CONCORD, NH 033014951

DUNS Number :

DUNS Status when Certified :

EIN :

Reporting Period End Date : September 30, 2020

Status : Awarding Agency Approval

Remarks : State interest earned (current fiscal year): \$0
State interest expended (current fiscal year): \$0
Program income earned (current fiscal year): \$0
Program income earned breakdown (current fiscal year): \$0
Program income expended (current fiscal year): \$0

Federal Agency Review

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

EAC Progress Report

3. EAC Progress Report

1. State or Territory:

New Hampshire

2. Grant Number:

NH20101001-001

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. Recipient Organization:

Organization Name

New Hampshire Secretary Of State

Street Address

107 North Main Street

City

Concord

State

NH

Zip

03301

4. Progress and Narrative

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

FFY 2020 Security funds were spent in the following areas:

Voting Systems and Processes - \$58,357.74: Implemented a new accessible voting system enabling persons with print disabilities to vote from their choice of locations (usually home) if they certified that they could not vote in any other way. (The

Governor's Office for Emergency Relief and Recovery (GOFERR) contributed funds to contract for the use of this software.) Continued to service accessible voting at the polls, using new printers.

Voter Registration Systems - \$104,061.77: Maintained existing statewide voter registration system. Updated to include new system users, including newly elected clerks and supervisors of the checklist. Vetted and obtained or updated documentation for all system users.

Cybersecurity – \$232,097.45: Required multi-factor authentication for all statewide voter registration system users. Rigorously updated and vetted documents of users. Trained cybersecurity in a wide variety of training formats. (See list of training events below.) Staff vetted potential new technology for cybersecurity attributes and vulnerabilities.

Communications (Election Official Training & Voter Education) - \$217,122.09: Provided training on 28 different subjects to address the multitude of issues arising during the pandemic. The office keeps track of attendees at each of its training sessions. Adding up the total attendees in each of the training subjects, the total of attendees (election officials) came to (at least) 9,983. (Many election officials attended multiple sessions.) Implemented a voter information hotline for the first time.

Enhancing Election Technology - \$262,313.72: Purchased laser printers to enable voters to mark pre-printed ballots that can be counted by the AccuVote ballot counting device and hand counting towns so that these ballots are not separated from other ballots in the counting process, thereby achieving better voter privacy; devoted staff time to implement an accessible vote-by-mail system enabling persons with print disabilities to vote absentee from a location of their choice using a ballot marking device to mark a paper ballot. This accessible vote-by-mail program required extra staff attention to ensure the eligibility of those using the system. Implemented "Ask Alexa," a virtual assistant AI technology developed by Amazon Web Services that is capable of voice interaction aimed at helping the general public obtain answers to typical voter questions.

Improving Election Administration - \$162,902.59: Conducted activities aimed at helping election officials to effectively manage federal/state elections and maintain voter confidence during the pandemic. This category included general security-related efforts other than cybersecurity. Refer to other responses in this Progress Report. The COVID-19 pandemic posed many challenges to election officials and resulted in changes to protocols and variations on protocols that required more training on more subjects than in a typical election cycle. Towns and cities encountered unexpected expenses due to, among other reasons: (a) a sharp rise in the number of absentee ballots sent and processed, and (b) the cost of personal protective equipment (PPE) needed, and (c) the logistics of obtaining and using such PPE. The Secretary of State attempted to buffer the local impact of these increases in cost and effort by covering some of the costs of (a) obtaining PPE to create safe polling places to protect voters and protect and retain election officials, and (b) sending and processing absentee ballots on schedule.

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

Otherwise enter N/A.

The program adhered to existing objectives. There were favorable developments that included:

On August 5, 2020, the Election Assistance Commission approved the proposed standard cost methodology to reimburse towns and cities for additional absentee ballot costs, following the State's July 7, 2020 request. This enabled cities and towns to obtain CARES Act sub-grants without submitting evidence of every expenditure, and made the program available to those cities and towns that were not accustomed to federal grant reporting and documentation. It also focused towns' and cities' attention on responding to absentee ballot requests and processing returned absentee ballots in a timely and efficient manner. Some HAVA Security funds were spent to achieve these goals.

Local election officials were able to accommodate pandemic-related challenges, getting absentee ballots out on schedule and processing returned ballots.

Using personal protective equipment supplied by the State, cities and towns were able to set up safe polling places that mitigated risks to voters and election officials.

State and local election officials were able to effectively communicate pandemic-related changes in processes to voters.

With the help of in-person and on-line training, the Secretary of State trained election officials on 28 subjects.

Record turnout in the General Election confirmed voters' interest in participation in democracy. Using a numerator of 'Vote for Highest Office' and a denominator of 'Voting Age Population (VAP)', New Hampshire's turnout, at 72.2%, represented the 3rd highest state turnout in the nation. (U.S. Elections Project data, March 4, 2021)

10. Issues Encountered:

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

Otherwise enter N/A.

The NH SoS encountered many issues in 2020. While it is difficult to provide a comprehensive response to this question, the following is a representative sample of issues encountered and the way in which they were addressed.

Needs of persons with print disabilities who wish to vote from home (or their location of choice): addressed by implementing accessible vote-by-mail option.

Needs of persons with disabilities to vote privately and independently at the polls: addressed by purchasing printers that would enable use of pre-printed ballot that would be indistinguishable from a regular ballot and would be read by an Accuvote optical scanner or hand counted just like other ballots used at the same polling place;

Changes in protocols to enable safe elections for voters and election officials: addressed by training on pandemic-related protocols;

Misinformation and disinformation: addressed by specific training on these subjects;

Higher local costs to send out and process returned absentee ballots: addressed by issuing sub-grants to towns and cities, relying on a sub-grant management contract with accounting firm oversight, using standard costs and separate training aimed at helping local jurisdictions obtain additional funds;

Higher local costs and limited opportunities to purchase materials and equipment, often on a piecemeal basis: addressed by comprehensive state supply and distribution of personal protective equipment, coordinated with National Guard;

Line management issues: addressed by specific training on line management;

Recent election law changes: addressed by specific election law training;

Postponement of local elections: addressed by specific training on postponement of local elections;

Intense election day activity at polling places with many voters: addressed by discussion groups focusing on needs of high-volume polling places;

COVID 19 pandemic: addressed by training focused on the range of issues generated by the pandemic;

Cybersecurity challenges: addressed by cybersecurity courses, individual hands-on training/ training modules, and ongoing rigorous maintenance of multi-party authentication and user documentation;

Law to enable pre-processing absentee ballots in 2020: addressed by training focused on implementing new law;

Election night reconciliation of election results: addressed by specific training on election night reconciliation;

Potential for conflict related to elections: addressed by de-escalation training and tactics;

Confusion regarding multiple pandemic-related scenarios affecting voter intake at the polls: addressed by training focused on ballot clerk procedures;

Answering basic questions from voters: addressed by implementing "Ask Alexa" artificial intelligence voice interface with public.

Refer to other responses to questions in this Progress Report.

11. Provide a description of any security training conducted.

Otherwise enter N/A.

The NH SoS completed implementation of two-factor authentication for all state and local users of the Statewide Voter Registration System.

The NH SoS conducted cybersecurity training aimed at election officials in individual towns that needed specific guidance.

The NH SoS rolled out a new accessible system to enable voters with print disabilities who could not vote in any other way to cast an absentee ballot by mail from their preferred location (often their own home). Local and State election officials received training and learned to help vet voters for eligibility and maintain security.

NH SoS training in FFY 2020 addressed security generally and helped ensure that state/federal elections would run smoothly in the face of the COVID 19 pandemic and cybersecurity challenges. The following lists the NH SoS training programs and the number of identified participants, which totaled at least 9,983. Unless otherwise noted, these events were conducted using Zoom or GoToWebinar (GTW) sessions:

Clerk Turbo Training –Live: 175

Cyber Security Protecting You and Your Voters – Webinars: 100

Cyber Security Misinformation and Disinformation – Webinars: 228

Polling Place Line Management – Webinars: 185

2019 Election Law Changes – Webinars: 341

Two Factor Authentication – Webinars: 135

2020 Presidential Primary Election Official Live Training – Gorham: 88

2020 Presidential Primary Election Official Live Training – Windham: 102

2020 Presidential Primary Election Official Live Training – Rochester: 153

2020 Presidential Primary Election Official Live Training – Wolfeboro: 56

2020 Presidential Primary Election Official Live Training – Lebanon: 170

2020 Presidential Primary Election Official Live Training – Keene: 125

2020 Presidential Primary Election Official Live Training- Webinars : 145

Postponement of Municipal Elections – Webinars: 113

High Volume Election Day Registration-Polling Place Towns & Cities Round Table – Webinars: 31

SVRS (ElectionNet) Introductory Training (In person): 80

2020 Polling Place Line Management: 185

2020 Postponement of Municipal Elections and Instructions for Postponed Elections: 113

2020 High Volume Election Day Reg. Polling Place Towns – Round Table: 31

Moderators' Q & A Zoom Sessions: 1,648

Clerks' Q & A Zoom Sessions: 1,263

Supervisors Q & A Zoom Sessions: 1,847

Moderators' and Supervisors' Zoom Session: 382

All Election Officials Debrief Q & A Zoom Session: 68

2020 Polling Places & Voting during COVID 19 Emergency – Dr. Chan: 339

USC Election Cybersecurity Initiative – NH workshop: 103

Polling Places & Voting in COVID 19 Emergency – Dr. Chan - On-Line On-Demand GTW: 69

What is New (Joint Guidance) & Election Law Changes) - On-Line On-Demand GTW: 24

2020 CARES Act Sub-Grants to towns/cities - On-Line On-Demand GTW: well above 40

2020 Pre-Processing of Absentee Ballots: 214

Pre-Processing of Absentee Ballots - On-Line On-Demand GTW: 188

2020 Summer Election Law Training: 263

Summer Election Law Training - On-Line On-Demand GTW: 38

2020 What is New – Election Law Changes: 195

2020 Reconciliation – State Primary: 167

2020 Reconciliation – State Primary - On-Line On-Demand GTW: 47

2020 De-escalation: 135

2020 De-escalation - On-Line On-Demand GTW: 84

2020 Ballot Clerk Procedure at State Primary: 139

2020 Ballot Clerk Procedure at State Primary - On-Line On-Demand GTW: 120

Live In-person Training – Berlin: 54

Total participants in separate training sessions: At least 9,983

12. 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.

N/A. In 2020, HAVA sub-grants were made with CARES Act funds.

The NH SoS sub-granted most of the CARES Act award to the cities, towns and unincorporated places. Refer to CARES Act financial reports.

13. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

The FFY 2020 match, when combined with previous match allocations, represents over 20% of cumulative federal expenditures of Security funds. It is detailed as follows:

Cybersecurity - \$74,691.96: Purchases of cybersecurity software and services: Falcon endpoint protection; Splunk base configuration, data onboarding, dash boarding, cyber health check activities; and Proofpoint dynamic reputation, virus, spam, virus protection, zero-hour antivirus, email firewall, and imposter email protection.

Enhancing Election Technology - \$7,089.00: Purchases of document cameras and monitors permitting social distancing to enable workers to conduct recounts safely and transparently for staff and observers.

Improve Administration of Elections - \$62,588.24: "Diverted salaries" of senior management in order to achieve election security and maintain voter confidence during the pandemic. The NH SoS diverted time from senior elections staff otherwise paid from general funds. This consisted of general management duties and coordination with National Guard for distribution of PPE. This effort was carefully tracked and recorded as match according to EAC guidelines.

Indirect costs - \$103,685.54: Indirect costs were calculated using the Modified Total Direct Cost (MTDC) approach. This amount was calculated using the de minimis 10% rate of federal Security funds expenditures according to EAC guidelines.

5. Expenditures

14. Current Period Amount Expended and Unliquidated Obligations

GRANT COST CATEGORIES

	Federal	Match
Voting Equipment and Processes:	\$58,357.74	
Post-Election Auditing:		
Voter Registration Systems:	\$104,061.77	
Cyber Security:	\$232,097.45	\$74,691.96
Communications:	\$217,122.09	
Total	\$1,036,855.36	\$248,054.74
Enhancing Election Technology	\$262,313.72	\$7,089.00
Improving Administration of Elections	\$162,902.59	\$62,588.24
Indirect Costs		\$103,685.54

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Anthony

Last Name

Stevens

Title

Senior Elections Specialist

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Anthony Stevens

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.