

**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>VI20101CARES</b>			
3. Recipient Organization (Name and complete address including Zip code)  <b>Elections System of the Virgin Islands</b> <b>93 Sunny Isles Anx Ste AB, Christiansted, VI 00823</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 type="checkbox"/> Annual <input checked="" type="checkbox"/> Final				7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual			
8. Project/Grant Period (Month, Day, Year) From: <b>March 28, 2020</b> To: <b>December 31, 2020</b>				9. Reporting Period End Date (Month, Day, Year) <b>March 31, 2021</b>			
<b>10. Transactions</b>					Cumulative		
<i>(Use lines a-c for single or combined multiple grant reporting)</i>							
<b>Federal Cash (To report multiple grants separately, also use FFR Attachment):</b>							
a. Cash Receipts					\$600,000.00		
b. Cash Disbursements					\$600,000.00		
c. Cash on Hand (line a minus b)					\$0.00		
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized					\$600,000.00		
e. Federal share of expenditures					\$600,000.00		
f. Federal share of unliquidated obligations					\$0.00		
g. Total Federal share (sum of lines e and f)					\$600,000.00		
h. Unobligated balance of Federal funds (line d minus g)					\$0.00		
<b>Recipient Share:</b>							
i. Total recipient share required					\$0.00		
j. Recipient share of expenditures					\$0.00		
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					\$0.00		
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)					\$0.00		
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
						\$0.00	\$0.00
						\$0.00	\$0.00
	g. Totals:					\$0.00	\$0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:							
<b>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)</b>							
a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Fawkes, Caroline</b> <b>Supervisor</b>					c. Telephone (Area code, number, and extension)  d. Email Address		
b. Signature of Authorized Certifying Official  <b>Fawkes, Caroline</b>					e. Date Report Submitted (Month, Day, Year)  <b>June 1, 2021</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/OIG/PHR, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PHR Reports Clearance Officer

**FEDERAL FINANCIAL REPORT**

(Additional Page)

---

Federal Agency & Organization : ELECTION ASSISTANCE COMMISSION

Federal Grant ID : VI20101CARES

Recipient Organization : Elections System of the Virgin Islands  
93 Sunny Isles Anx Ste AB, Christiansted, VI 00823

DUNS Number :

DUNS Status when Certified :

EIN : ACTIVE (as of 06/01/2021)

Reporting Period End Date :

Status : March 31, 2021

Remarks : Report Certified/Pending Agency Approval

Please provide the following information:

State interest earned (current fiscal year):	\$0.00
State interest expended (current fiscal year):	\$0.00
Program income earned (current fiscal year):	\$0.00

Program income earned breakdown (current fiscal year): \$ Source: e.g. Sale of registration list

Program income expended (current fiscal year): \$0.00

---

**Federal Agency Review**

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

# EAC Progress Report

Response ID:291 Data

## 1. Login

---

## 2. Verification

---

## 3. EAC Progress Report

---

### 1. State or Territory:

Virgin Islands

### 2. Grant Number:

VI20101001 HAVA ELECTION SECURITY

### 3. Report:

Semi-Annual (Oct 1 - March 31)

### 4. Grant:

**Please select only one.**

Election Security

### 5. Reporting Period Start Date

10/01/2020

### 6. Reporting Period End Date

03/31/2021

### 7. Recipient Organization:

#### Organization Name

Election Systems Of The Virgin Islands

#### Street Address

4500 Sunny Isle Business Center

#### City

Christiansted

**State**

VI

**Zip**

00820

## 4. Progress and Narrative

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

October 1, 2020 to March 31, 2021 marks the six-month reporting period for the Help America Vote Act (HAVA) grants (USVI11801001 and USVI20101001), awarded to the United States Virgin Islands' (USVI) Elections System of the Virgin Islands (ESVI). During this reporting period, the Board, Management, Staff, and Stakeholders continued to work diligently and responsibly to ensure all funding were expended in full compliance, and in conjunction, with the Election Assistance Commission's (EAC) guidelines. It should be noted like other election agencies across the U.S. Mainland and Territories, and the world, the COVID-19 pandemic directly impacted ESVI's along with the central government's daily operations. The ESVI had to review its current activities, while concurrently maintaining adherence to Governor Albert Bryan, the Virgin Islands Department of Health (VIDOH), and the Center for Disease Control's COVID-19-related mandates. These mandates include Governor Bryan's implementation of the Safe at Home and Work from Home orders for all citizens. Yet, through collective teamwork with both internal and external stakeholders and resources, the ESVI has maintained compliance, as set forth by the EAC.

Despite all unforeseen constraints, and in compliance with the EAC's HAVA guidelines, ESVI has focused on seven (7) major voting activities through this reporting period; 1 and 2) Early Voting (Primary and General Elections), 3 and 4) Extended Early Voting (Primary and General Elections), 5) Absentee Ballot Processes, 6) Primary Election, and 7) General Election.

Also, during this reporting period, other ESVI activities included numerous Stakeholders' and Special Board meetings were held to discuss, plan, and execute the following key performance areas which are directly related to HAVA and the EAC guidelines: Program Narrative, Advertisement Campaign/Blitz, Procuring of Voting Machines and other related equipment, Software, and Licenses. ESVI also expended \$1800.00 in membership fees from The Election Center for 14 stakeholders. This membership coverage is for seven (7) board members and seven (7) staff members; all of whom are directly involved in voters' registration and/or election administration. The Center keeps members informed on all elections-related matters which may be of interest to the ESVI. Also, the purpose of the membership is to provide election-related courses for new and/or current ESVI stakeholders. This membership has greatly increased education of the election process and allows members to be aware of HAVA emerging news and virtual interactions with other members.

The ESVI has expended HAVA funding in three (3) key areas to support voters' participation in election activities: a) Funding for Voting Processes to include the acquisition of voting machines and changing voting sites to accommodate voters, b) Communications; where the ESVI conducted ad campaigns via radio, television, print and the ESVI. This campaign blitz shared timely HAVA-guided information which encouraged voters to consider voting options such as Early Voting, Absentee Ballot, Primary and /or General Elections. Additionally, peer-to-peer Public Service Announcements (PSAs) were used to target specific constituency groups. These PSAs advised voters and non-voters on their voting options in Spanish, Creole, and Arabic. The campaign also continued to raise awareness ESVI's "No Mask No Service" mantra as mandated by Governor Albert Bryan's Executive Orders, VIDOH, and the CDC. Stakeholders were also encouraged to wear masks, face shields, sanitizers, hand soaps, disinfectant wipes, aerosols, hand-held temperature scanners, use hand washing stations, signage, writing instruments and other related supplies. As the offices were closed due to Governor Bryan's mandate, ESVI conducted several Community Outreach Programs which raised awareness on upcoming elections. A media blitz was conducted to inform voters on voting rights, options, and encouraged voters' participation in the upcoming elections. These media campaigns also targeted non-voters who were interested in registering to vote.

It is imperative to note that unlike the CARES Act guidelines, and in conjunction with the mandates of HAVA Election Security Grant; the communication blitz across the Territory's primary focus was to raise community awareness on voting locations (where to cast votes), voting times (hours in which they can vote), how voters can cast their ballots (Early Voting, Absentee Ballot, Primary and General Elections), et al.

During the First Quarter of this reporting period (October - December 2020), and in conjunction with our Program Narrative, the ESVI has expended funding in three (3) key areas which supports voters' participation in clear and outlined election activities; a) Funding for Voting Processes which includes the additional costs for printing and mailing of ballots (\$25,810.99); 2) Staffing for additional workers, election office staff diverted to Pandemic response and temporary staffing (\$2,600.00), and 3) Supplies to include cleaning supplies, office supplies and Personal Protection Equipment Communications which directly notified the public of changes in registration, ballot request options and the precautions or voting procedures (\$14,526.43).

During the Second Quarter of this reporting period (January - March 2021), HAVA funds were expended in four (4) key areas: 1) Funding for Voting Processes (\$32,980.87); 2) Staffing (\$15,948.05); 3) Security and Training: (\$6,547.09); 4) Communications (\$14,690.50); and 5) Supplies (\$821.18). The cumulative total of HAVA funds outlined is \$113,925.06.

It is important to note that due to Governor Bryan's Executive Orders and related COVID-19 legislation which was promulgated by the 34th Legislature of the Virgin Islands, there were clear and obvious delays in the completion of expenditure processes. As public service employees were required to work from home and/or endure staggered work shifts, expenditures which occurred during the Election 2020 cycle were finally reconciled by the VI Government's Department of Finance (DOF) during this reporting period accordingly. Details of these expenditures are also outlined in the Expenditure Table of this report.

---

**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.**

Despite Governor Albert Bryan, Jr., the VI Department of Health (VIDOH), and the Center for Disease Control (CDC) COVID-19 mandates, the ESVI shifted its paradigm and continued to find positive solutions which ensured voters' rights were never compromised. Most of these solutions involved learning to work and hold meetings remotely and hold election activities which directly impacted voters and non-voters.

The ESVI recognized the favorable development of results during the implantation of the Early Voting option held during this election cycle. Through the advertisement campaign blitz period, voters were made aware of the availability/ease of the process which they in turn, supported. This process was successful and had to be extended by an additional two (2) weeks.

---

**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.**

N/A.

---

**11. Provide a description of any security training conducted.**

**Otherwise enter N/A.**

During this reporting period which also occurred during the COVID-19 pandemic, the ESVI to conducted Security Training which was necessary for approximately 80 temporary personnel who were assigned at the voting sites during Primary and General Elections. These Security trainings were held during the months of July and October 2020, respectively. It is imperative to note that although no funding from the HAVA Security Election Grants were used, this information is being

reported for informational purposes only and as outlined throughout this report. However, on December 15-20, 2020, a special training was held for seven (7) ESVI's Voting Machine Technicians by Election System & Software's (ESS) Account Manager. And at a cost of \$6,547.09. This training is necessary to ensure personnel is fully knowledgeable of all functionalities of our voting equipment.

**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.

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

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

**Otherwise enter - match not required.**

Match not required.

**5. Expenditures**

**14. Current Period Amount Expended and Unliquidated Obligations**

**GRANT COST CATEGORIES**

	Federal	Match
Voting Equipment and Processes:	\$58,791.86	
Post-Election Auditing:	\$0.00	
Voter Registration Systems:	\$0.00	
Cyber Security:	\$0.00	
Communications:	\$14,690.50	
Total	\$113,925.06	
Others (Staffing)	\$18,548.00	
Others (Security)	\$6,547.09	
Others (Supplies)	\$15,347.61	

**OMB CONTROL NUMBER: 3265-0020**

**6. Certification**

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

**First Name**

Caroline

**Last Name**

Fawkes

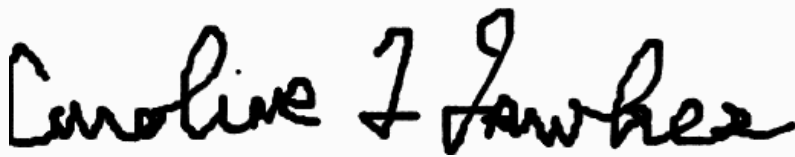
**Title**

Supervisor

**Phone Number**

**Email Address**

Signature of Certifying Official:



Signature of: Caroline F. Fawkes

**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.