



Welcome!

The EAC Grants Report Training will begin shortly. Today's training will be recorded. Please stay on mute, thank you!

We will begin at 3 minutes after the hour.



EAC Grants Report Training

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November 2022



Agenda

1. Announcements & Updates
2. Reporting Requirement Changes
3. Using GrantSolutions for FFR and Progress Reporting
4. Resources
5. Open Q and A





Announcements and Updates

- ❖ **GrantSolutions is Here!**
- ❖ **Encumbrances vs Unliquidated Obligations**
- ❖ **Election Security Match Guidance Update**
- ❖ **Review of Federal Interest Requirements**
- ❖ **Reporting Subaward Expenditures and Interest Guidance**
- ❖ **FFR & PR Updates and Changes**

GrantSolutions Go Live



Training took place on October 25th and 26th in our new grants management system, GrantSolutions. If you were unable to attend those trainings, please visit EAC.gov for recorded training sessions and helpful information.

GrantSolutions allows full award life cycle management in one centralized location such as:

- Award application
- Award submission
- Agency review and approval
- Post Award reporting/monitoring
- GS also retains all data, reports, forms, and notes/comments between grantees and the EAC.

FFRs/PRs in GrantSolutions:

All reports now must be completed in GrantSolutions.

PMS and Alchemer have been retired and will no longer provide EAC reporting or allow submissions.

Recently submitted FFR/PR reports are already populated in the GrantSolutions system. Future reporting dates are preloaded.



HAVA Grants in GrantSolutions

To submit grant reports in GrantSolutions, you must have a recipient user account. EAC requested user accounts for all grantees based on the contact information provided by each state.

When I log into my GrantSolutions account, I do not see any of my HAVA grants. How do I find my grants so I can submit my reports?

If your HAVA grants are not showing in GrantSolutions, please reach out to grantsolutions@eac.gov or to your EAC Grants Management Specialist to (GMS) confirm whether you have an active grant assignment in the system.

In the meantime, you can still access your reports using the Online Data Collection tool which can be found by clicking the avatar drop down (blue circle with your initials) in the top right-hand corner of the “My Grants List” screen. (You can find a tutorial for navigating GrantSolutions on our website: <https://www.eac.gov/payments-and-grants/eac-grantsolutions>).



(Avatar Drop Down)



Encumbrances vs. Unliquidated Obligations

Federal Share of Unliquidated Obligations

Line 10f on the FFR “*Federal share of unliquidated obligations*” is defined as:

- ❖ **Cash Basis Accounting:** Expenses are recorded when they are paid.
- ❖ **Accrual basis:** Accounting method in which expenses are recorded when incurred.

Why is getting line 10f entered correctly important?

Unliquidated obligations complete the story of activities committed but not yet paid or recorded in your financial system. Given the volume and large dollar amounts associated with grant related activities, *unliquidated obligations can significantly impact how much or how little spending appears to have occurred against your award.*



Encumbrances vs. Unliquidated Obligations

What does this mean in plain language?

Example:

A vendor sent you an invoice for voting equipment in August, and you forwarded it onto your financial department to pay. The expense does not yet appear on your grant expense reports, or perhaps your financial system labels it as a “commitment” or “pending”. You are getting ready to enter your quarterly FFR as of September 30th, and you recall that equipment invoice is waiting to be paid/recorded and the expense activity occurred during the FFR reporting period.

This is a legitimate expense for your grant where the activity occurred during the reporting period and may be recorded on line 10f on the FFR.

On the next FFR, when the encumbrance is recorded as an expense or paid, line 10f would decrease and line 10e (federal expenses) would increase.

What should *not* be reported on line 10f?

- Do not include any amount in Line 10f that has been reported in Line 10e
- Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred
- On the Final report line 10f should be \$0

Election Security Match Requirement



The EAC recently reviewed the language regarding Election Security grants' requirement to “make available” matching funds within a two-year period. As a result of this review, the EAC’s guidance regarding match requirements has been clarified as follows:

- ❖ The Consolidated Appropriations Act (2018, 2020, 2022) stipulates a state shall make available match funds no later than two years after receiving payment from HAVA. Specifically, states must have assets ready and available for immediate use within two years of receiving a HAVA award. Failure to meet this requirement within two years results in noncompliance.
- ❖ This is appropriation law and subject to change.
- ❖ Grantees who have not obligated or confirmed their minimum match required was made available by the two-year deadline have received notification that they are out of compliance.
- ❖ Grantees should consider the timeline of implementation for their chosen match methodology for their FY2022 funds as well as for future funding with similar matching timeframes.

Interest Bearing Account Requirement



Federal grants provided as an advance must be deposited and kept in an interest-bearing account. Grantees are required to monitor and report on earned interest. Interest is additive to the grant and must be spent on HAVA related activities.

Failure to meet federal interest requirements will result in compliance measures, including debt collection if unresolved. Please coordinate with your financial departments to ensure timely deposit of EAC funds into an interest-bearing account.

Citations

§200.305(b)(7)(ii): Advance payments of Federal funds must be deposited and maintained in insured accounts whenever possible.

§200.305(b)(8)(i): The non-Federal entity must maintain advance payments of Federal awards in interest-bearing accounts unless the non-Federal entity receives less than \$250,000 in Federal awards per year.

Reporting Subaward Expenditures



Whether the grantee advances the payment or provides it as a cost reimbursement-based award, reporting the subgrant expenses as they are incurred/approved provides an accurate reflection of the rate of spending on the award and abides by 2CRF § 200.502(a).

How should expenses incurred/approved through subawards be reported on the Federal Financial Report (FFR)?

Line 10.b (Cash Disbursements) and Line 10.e (Federal share of expenditures) should reflect the sum of all expenses including: direct costs for goods and services and approved reported subaward expenses.

Line 10.f (Federal Share of Unliquidated Obligations) should reflect the amount of outstanding dollars incurred by the grantee. For cash base reporting, 10.f reflects dollars incurred but not yet paid. For accrual base reporting, 10.f reflects dollars incurred but not yet recorded.



Reporting Subaward Interest

Subawards made using HAVA grants are subject to the same requirements and guidance as the primary award. Therefore, subaward advanced payments must be kept in an interest-bearing account and subsequent interest earned and expended should be recorded and reported on the FFR.

How should interest earned by subgrantees be reported on the FFR?

Under HAVA (254(b)(1)(d)) and the Uniform Guidance §200.305(b)(7)(ii) / §200.332(a)(2,3), HAVA grantee requirements are passed through to subgrantees. Where subgrants are disbursed as advanced payments, the subgrantee is required to place their funds in an interest-bearing account and report any interest earned and expended to the grantee. The HAVA grantee must report subgrant interest earned and expended on their FFR as part of the cumulative amounts reported on lines 10p (Total Federal interest earned) and 10q (Federal interest expenditures) on the EAC custom FFR. Subaward interest activities should be detailed in the subgrant narrative section of the progress report.



Reporting Requirements Update

The EAC requires all grantees to submit both a financial report and a narrative progress report.

- ❖ All FFRs and Progress reports must be submitted in GrantSolutions.
- ❖ The CARES grant ended on 3/27/2022: all reporting should be completed, and closeout initiated/completed. If corrections are needed, please contact the EAC immediately.
- ❖ Starting in 2023, quarterly FFRs for Election Security grants will be implemented as required by the 2022 Consolidated Appropriations Act. Due to the increase in FFR submissions, the Progress Report will only be submitted once a year during the annual reporting period. If you did not receive a FY22 award, you will follow the previous semi and annual reporting cycle for FFRs and PRs.
- ❖ Grantees with open 101 and 251 awards will maintain the current semi and annual reporting cycle for FFRs and Progress Reports until closed.



New Reporting Dates – Election Security

The chart below provides the new reporting cycles for Election Security grants beginning in **January 2023**.

| | Annual | Quarterly | Quarterly | Quarterly |
|----------------------------|-----------------------|-------------|-----------|-----------|
| Reporting Period End Date | September 30 | December 31 | March 31 | July 30 |
| Report Submission Due Date | December 29 | January 30 | April 30 | August 30 |
| Report Types Due | FFR & Progress Report | FFR | FFR | FFR |

**For the grantees who have NOT received their 2022 Election Security awards, the current semi-annual/annual reporting periods will continue. Quarterly financial reporting engages with the 2022 award.*



New Reporting Dates – 101 & 251

The chart below provides the reporting cycles for 101 & 251 HAVA grants beginning in **January 2023**.

| | Annual | Semi-Annual |
|----------------------------|-----------------------|-----------------------|
| Reporting Period End Date | September 30 | March 31 |
| Report Submission Due Date | December 29 | April 30 |
| Report Types Due | FFR & Progress Report | FFR & Progress Report |

*101 & 251 reporting cycles have not changed.
Please let us know if you are ready to close your 101 or 251 grant!*

Updated Report Submission Instructions



All reports are now completed in GrantSolutions!

You will not have access to upload reports in PMS or Alchemer. Recently completed FFRs and PRs are already uploaded in GrantSolutions.

The EAC will not accept reports via email. All reports must be submitted electronically. Recordings for the GrantSolutions grantee trainings and written guidance can be found on our website.

States must submit **separate** reports for each individual grant from EAC.

- 101** Only if you have an open and active grant.
- 251** Only if you have an open and active grant.
- Election Security** One report for single grant which includes 2018, 2020, and 2022 funding.
- CARES** CARES has ended. Open expired grants will submit their final FFR and final PR for closeout.

GrantSolutions Federal Financial Reporting



Form Selection

Program Name: Requirements Payment 251

Grantee Name: [166043348] (2004-----)

Report Name: Federal Financial Report (EAC FFR SF-425)

Funding / Grant Period: 03/04/2005 - 09/30/2099 REQPY0 (EAC-REQPY22)

Show 15 entries

Search:



| Reporting Period | Type | Report Status | Due Date | Actions |
|-------------------------|--------|---------------------------|------------|---------|
| 10/01/2022 - 09/30/2023 | Annual | | 12/30/2023 | + |
| 10/01/2021 - 09/30/2022 | Annual | Saved | 12/30/2022 | |
| 10/01/2020 - 09/30/2021 | Annual | Submission Accepted by CO | 12/30/2021 | |
| 10/01/2019 - 09/30/2020 | Annual | Submission Accepted by CO | 12/30/2020 | |

To access the FFR you must first log into the GrantSolutions system using the credentials received during your account set up.

Once you have accessed the Online Data Collection area within GrantSolutions, you will be able to select the grant, report type (FFR or PR), and reporting period to enter data.

We will now navigate to the live version of the OLDC.



FFR Grant and Grantee Data (Box 1-9)

Most of boxes 1 – 9 are auto-populated with data from the EAC except for the following:

Box 6: Choose Quarterly*, Annual, or Final per the time period of FFR submission.

| FFR Report Date | Box 6 "Report Type" |
|-----------------|---------------------|
| December 29 | Annual |
| January 30 | Quarterly |
| April 30 | Quarterly |
| July 30 | Quarterly |

Box 7: Basis of Accounting. Choose Cash or Accrual.

Accrual basis of accounting refers to the accounting method in which expenses are recorded when incurred.

For cash basis accounting, expenses are recorded when they are paid.

| | | | |
|---|---|--|---|
| 4a. UEI <input type="text"/> | 4b. EIN <input type="text"/> | 5. Recipient Account Number or Identifying Number <i>(To report multiple grants, use FFR Attachment)</i> <input type="text"/> | 6. Report Type <input type="radio"/> Quarterly <input type="radio"/> Semi-Annual <input checked="" type="radio"/> Annual <input type="radio"/> Final |
| 7. Basis of Accounting <input type="radio"/> Cash <input checked="" type="radio"/> Accrual | 8. Project/Grant Period From: <input type="text" value="03/04/2005"/> To: <input type="text" value="09/30/2099"/> | | 9. Reporting Period End Date <i>(Month, Day, Year)</i> <input type="text" value="09/30/2020"/> |

**For the grantees who have NOT accepted their 2022 Election Security awards, the current semi-annual/annual reporting periods will continue. Quarterly financial reporting engages with the 2022 award.*



Completing the FFR in GrantSolutions

You will enter the following in GS:

#6: Report Type

#7: Basis of Accounting

#8: Project Period/ Grant Period From: & To:

#9: Reporting Period End Date

#10:

a - Cash Receipts

b - Cash Disbursements

e - Federal share of expenditures

f - Federal share of unliquidated obligations

i - Total recipient share required

j - Recipient share of expenditures

l - Total Federal program income earned

n - Program income expended, addition alternative

p* - Total Federal interest earned

q* - Federal interest expenditures

#11: Indirect Expense (as needed)

#12 a - f*: Remarks/State Interest and Program Income

Details (as needed)

#13: Certification

* Denotes line is a new type of entry for this report

4a. UEI [REDACTED] 4b. EIN [REDACTED] 5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) [REDACTED]

6. Report Type
 Quarterly
 Semi-Annual
 Annual
 Final

7. Basis of Accounting
 Cash
 Accrual

8. Project/Grant Period
From: [REDACTED] To: [REDACTED]

9. Reporting Period End Date (Month, Day, Year) [REDACTED]

10. TRANSACTIONS (Use lines a-c for single or multiple grant reporting)

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

| | |
|--|----------------|
| a. Cash Receipts | \$0 |
| b. Cash Disbursements | \$0.00 |
| c. Cash on hand (line a minus b) | \$3,000,000.00 |
| d. Total Federal funds authorized | \$3,000,000.00 |
| e. Federal share of expenditures | \$0.00 |
| f. Federal share of unliquidated obligations | \$0.00 |
| g. Total Federal share (sum of line e plus line f) | \$0.00 |
| h. Unobligated balance of Federal funds (line d minus g) | \$3,000,000.00 |

Recipient Share: Do not complete this section if reporting on multiple awards.

| | |
|--|--------|
| 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 |

Program Income: Do not complete this section if reporting on multiple awards.

| | |
|---|--------|
| l. Total Federal 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 |

Federal Interest:

| | |
|---|--------|
| p. Total Federal interest earned | \$0.00 |
| q. Federal interest expenditures | \$0.00 |
| r. Remaining Federal interest to be expended (line p minus q) | \$0.00 |

11. Indirect Expense

| a. Type | b. Rate | c. Period From | d. Period To | e. Base | f. Amount Charged | g. Federal Share |
|----------|---------|----------------|--------------|---------|-------------------|------------------|
| Select | 0.00% | | | \$0.00 | \$0.00 | \$0.00 |
| g. Total | | | | | \$0.00 | \$0.00 |

12. Remarks: 0

| | |
|--|--------|
| a. State Interest Earned: Enter the current year amount earned (not cumulative) | \$0.00 |
| b. State Interest Expended: Enter the current year amount expended (not cumulative) | \$0.00 |
| c. Program Income Earned: Enter the current year amount earned. (not cumulative) | \$0.00 |
| d. Program Income Expended: Enter the amount of Program Income expended in the current year (not cumulative) | \$0.00 |

e. Program Income Earned Breakdown: List each source of program income individually next to each amount (federal interest earned is not program income).

| Source of program income | Amount |
|--------------------------|--------|
| e. 1 | \$0.00 |
| Total: | \$0.00 |

f. Comments: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

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).

Transactions – Section 10



Line b - Cash Disbursements.

Enter the amount of cumulative expenditures. It should be the same amount you enter on Line e.

Line e - Federal share of expenditures.

Report federal expenditures from the beginning of the grant (same as line 10 b).

NOTE: Financial data in the SF425 Financial Federal Report should always reflect cumulative expenditures from the beginning of the grant.

Line f - Federal share of unliquidated obligations.

If you have any costs incurred during the reporting period that you have not yet paid, enter them here as unliquidated obligations. See previous slide for further clarification.

Line i - Total recipient share required.

Report your cumulative required state match, interest earned on your state share and all program income from the beginning of the grant.

Transactions – Section 10



Line j - Recipient share of expenditures.

Report cumulative expenditures from the beginning of the grant paid for with state funds, the interest earned on state funds and program income.

NOTE: Current year state interest and program income earned/expended will be reported in Box 12 a & b.

Line l - Total Federal program income earned.

This line is now used to identify the cumulative amount of program income earned.

Line n - Program Income expended in accordance with the addition alternative.

Enter the cumulative amount of funds expended with program income earned on this line from the beginning of the grant.

NOTE: Current year program income earned and expended will be provided in boxes 12 c & d, with a breakout of identified program activities and related income on line 12 e 1 with the ability to add in additional lines.

Line p/q- Total Federal interest earned/Federal interest expenditures.

Federal interest earned and expended now has a dedicated section on the EAC FFR. State (match) interest activities will be recorded in box 12 (see next slide).



Indirect Cost and Expense – Section 11

Enter your indirect cost data. If you did not apply indirect costs to your federal or state share you can skip this section.

- a. Type of agreement. Select Provisional, Predetermined, Final, or Fixed.
- b. Rate. Enter the indirect cost rate(s) in effect during the reporting period
- c. Period from and to. Enter the beginning and ending effective dates for the rate(s).
- d. Base. Enter the amount of the base against which the rate(s) was applied.
- e. Amount charged. Enter the amount charged during the time period specified. (Multiply 11b. x 11d.)
- f. Federal Share. Identify what portion of the amount reported in 11e. is Federal Share.

11. Indirect Expense

| a. Type | b. Rate | c. Period From | Period To | d. Base | e. Amount Charged | f. Federal Share | Delete |
|-----------------|---------|----------------|-----------|---------|-------------------|------------------|--------------------------|
| Select ▼ | 0.00% | | | \$0.00 | \$0.00 | \$0.00 | <input type="checkbox"/> |
| g. Total | | | | \$0.00 | \$0.00 | \$0.00 | |

Add indirect expenses: 1 ▼ [Add](#) [Delete Marked Rows](#)



Remarks – Section 12

This is a required section. Enter the data below as well as any other information needed to clarify amounts on your FFR.

If you did not earn or expend program income or state interest, report \$0. At a minimum, enter the following:

- ✎ 12.a. State Interest Earned: Enter the current year amount earned.
- ✎ 12.b. State Interest Expended: Enter the current year amount expended.
- ✎ 12.c. Program Income Earned: Enter the current year amount earned.
- ✎ 12.d. Program Income Earned Breakdown: Enter the current year amount expended.
- ✎ 12.e.1 List each source of program income individually next to each amount. GrantSolutions allows you to add lines as needed and delete them when in error.
- ✎ 12.f. Provide any remarks, explanations, or additional clarifications required for the reporting period.
- ✎ Note: Federal interest earned and expended is reported on lines 10p & 10q



Preview Certification

The authorized certifying official must sign off on the FFR and submit. The preparer and the certifier may be the same individual depending on your organization's setup.

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).

| | |
|---|---|
| <u>a. Typed or Printed Name and Title of Authorized Certifying Official</u> | <u>c. Telephone (Area code, number and extension)</u> |
| <u>Certification Title</u> | <u>d. Email address</u> |
| <u>b. Signature of Authorized Certifying Official</u> | <u>e. Date Report Submitted (Month, Day, Year)</u> |



Supporting Documentation

Check Your Work

Are the claimed costs included on the approved budget?

Do the costs claimed on the FFR reconcile to the accounting system?

Do you have sufficient supporting documentation for all the claimed expenses on file?

Are any salary costs claimed properly supported with an appropriate timekeeping system?

Is grant-funded equipment tracked and documented on an inventory list?

Have you confirmed the allowability of any promotional or marketing expenses?

If grant funds were used for capital improvements, do you have prior approval from EAC?

If you are claiming indirect costs, have you calculated the amount correctly?



Common Reasons for Financial Report Revisions, EAC Correction/Clarification Requests

- ❖ Lines 6- 9 are left blank or incomplete
- ❖ Line 10b does not equal 10e
- ❖ Line 10l does not reflect cumulative program income earned (previously reported in box 12)
- ❖ Line 10p does not reflect cumulative federal interest earned.
- ❖ Box 12 is not completed or does not have the required “\$0.00” listed

Starting with the Annual 2022 reports, all correction and clarification requests will be communicated through the “Notes” section of GS. Grantees will receive an email notification that a message is waiting for them in GS. You must log into GS to view the note, update/resubmit report(s), and respond accordingly.

Progress Report Requirements



States must submit progress reports for each active grant:

- Election Security Reports are due to EAC **annually***
- 101 and 251 progress reports are due to EAC semi-annually and annually

Semi-annual reports cover the period from October 1 to March 31.

Annual reports cover the 12-month period from October 1 to September 30.

Final reports are cumulative from the start of the grant.

***Grantees who did NOT receive their ES2022 awards must continue to file progress reports semi-annually (due 4/30) and annually (due 12/29).**



Due Dates

Progress Reports should cover the current reporting period *only*. However, Final Progress Reports cover the entire life of the grant.

| Report | 2022-2023 Due Dates |
|--------------|--|
| Annual | Period ending September 30 – due December 29 |
| Semi-Annual* | Period ending March 31 – due April 30 |

***101, 251, and grantees who did not receive 2022 ES funds only**

If you are submitting a final FFR and final Progress Report, you have **120 days** to submit your reports instead of 90 days. The due date for final reports for the period ending September 30, 2022 is Tuesday, January 31, 2023.



Report Form Selection

Log into GrantSolutions and navigate to “Online Data Collection” via the top menu and select:

1. Program Name

Choose the HAVA grant program you are reporting on.

2. Report Type

Select the “Progress Report (EAC PPR).”

3. Reporting Period

A list of available reports will appear organized by report period.

If you are submitting a final report, select the current reporting period. You will have the option to select “Final” once you open the report.

Report Form Selection



https://www.grantsolutions.gov/oldcwb/granteeselection.oldc

 On-Line Data Collection

Name: Risa Garza

Last Login: 09/07/2022 10:13:25 AM

[Help / FAQ](#)

[End OLDC](#)

[OLDC Home](#) [Form Selection](#)

Form Selection

Program Name:

Election Security

Report Name:

Progress Report (EAC PPR)









Funding / Grant Period:

03/23/2018 - 09/30/2099 ELSEC0 (EAC-ELSEC22AL)

Show 15 entries

Search:

◀ ◻ 1 ▶

| Reporting Period | Type | Report Status | Due Date | Actions |
|-------------------------|-------------|---------------------------|------------|---|
| 10/01/2022 - 03/31/2023 | Semi-Annual | | 04/30/2023 | + |
| 10/01/2021 - 09/30/2022 | Annual | | 12/30/2022 | + |
| 10/01/2021 - 03/31/2022 | Semi-Annual | Submission Accepted by CO | 04/30/2022 |     |
| 10/01/2020 - 09/30/2021 | Annual | Submission Accepted by CO | 12/30/2021 |     |

Report Sections

Section I: Cover Page

Section II: Progress & Narrative

Section III: Challenges & Changes

Section IV: Expenditures

Section V: Final Assessment (Final Reports Only)



Section I: Cover Page



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| | | | |
|---|--|---|--|
| U.S. ELECTION ASSISTANCE COMMISSION | | OMB CONTROL No.: 3265-0022 Expiration Date: 04/30/2025 | |
| Progress Report Section I: Cover Page | | | |
| Grant Information | | | |
| 1. State or Territory Alabama Secretary of State | | 2. Federal Grant or Other Identifying Number Assigned by Federal Agency EAC-ELSEC22AL | |
| 3. Grant Type: | | | |
| <input type="radio"/> 101 <input type="radio"/> 251 <input checked="" type="radio"/> Election Security <input type="radio"/> Other [e.g., CARES] | | | |
| Describe Other <div style="border: 1px solid black; height: 60px; width: 100%;"></div> | | | |
| Report Information | | | |
| 4. Report Type: | | | |
| <input type="radio"/> Semi-Annual <input type="radio"/> Annual <input type="radio"/> Final <input type="radio"/> Other | | | |
| 5. Report Period | | | |
| Start Date (Month, Day, Year) 10/01/2021 | | End Date (Month, Day, Year) 09/30/2022 | |

Section II: Progress & Narrative



Narrative Scope

- ❖ Annual Reports due for the period ending September 30 should describe grant activities from the previous 12-month period.
- ❖ Semi-annual reports due for the period ending March 31 should describe the grant activities from previous the six-month period.
- ❖ Final progress reports should cover the entire grant period. Final reports include additional questions regarding self-assessment, impact, and lessons learned.

Section II: Progress & Narrative



Your narrative should describe the following:

- ❖ How funding was used to meet HAVA requirements
- ❖ What training was conducted during the reporting period
- ❖ What articles of voting equipment, if any were purchased
- ❖ How is State match met and associated activities and sources
- ❖ Did you have subgrants, if so, describe the activities and expenditures by category



Section III: Challenges & Changes

Your narrative should describe the following:

- ❖ Issues encountered during the reporting period, including whether issues were successfully resolved
- ❖ Significant changes to your program, including favorable developments that improved service delivery





Section IV: Expenditures

Unlike the cumulative reporting for your FFR, annual and semi-annual progress reports should only cover the current reporting period.

- Ensure that expenditures are consistent with the activities described in your narrative.
- Ensure that expenditures are aligned with the amounts reported in your FFR including federal and state interest expenditures.
- Write in additional cost areas that do not fit into the main categories.

PRO TIP

EAC uses both your current FFR and your previous year's FFR to calculate current year expenditures. You can ensure that your Progress Report and FFR align by subtracting the total expenditures from your previous year's FFR from the cumulative expenditures in your current FFR.

Section IV: Expenditures



Expenditure Categories

| | |
|----------------------------|---|
| Voting Equipment | Voting and ballot tracking equipment including replacements for older equipment, software and hardware related to voting equipment, and related contracts and services |
| Voting Processes | Costs to support the voting process including staffing, maintenance and storage, training on use of the equipment, travel, and non-voting equipment such as copiers, computers, and drop boxes |
| Voter Registration Systems | Maintenance and upgrade of voter registration databases and systems including software, hardware, and service contracts |
| Post Election Auditing | Implementation of a post-election audit system including staffing, service contracts, etc. |
| Cyber & Physical Security | Implementing established cybersecurity best practices for election systems; upgrading computer systems to address cyber vulnerabilities identified by scans or assessments; and installing locks, security cameras, physical barriers, etc. to safeguard elections equipment and facilities; and other related activities |

Section IV: Expenditures



Expenditure Categories (Cont'd)

| | |
|-----------------|--|
| Voter Education | Activities related to voter education, including any contracts related to communicating voter education through various print, online or other media. Also include here the state toll-free phone number expenses for the public to communicate with state and county election offices, including for the public to report suspected fraud |
| Accessibility | Ensuring polling places and election-related facilities are fully accessible |
| Other* | <p>Election administration/improvement costs that cannot be allocated to the main program categories, including:</p> <ul style="list-style-type: none">- Bank Fees- Audit Fees- Indirect Costs- Software and licenses not directly allocable to one of the main program categories <p>*Please avoid placing expenses into the 'Other' category which can be rolled into existing budget lines. e.g.: Computer/security costs or personnel expenses related to voting processes.</p> |



Reporting Subaward Expenditures

Subaward expenditures by category should be reported the same way in the narrative (question #10) and in the expenditure chart in Section IV.

- ❖ Report expenditures of subaward interest is the same as you report federal interest expenditures.
- ❖ Subaward expenditures should be reported as they are incurred/approved, regardless of whether the subaward is provided as an advanced payment or cost-reimbursement.

*See previous slides for additional guidance regarding subaward monitoring and reporting or visit the FAQs page on our website: <https://www.eac.gov/payments-and-grants/grants-faqs>

Expenditure Chart Example



Section IV: Expenditures

14. Fill out the table below with both the Federal and State Match expenditures for the current reporting period. Include federal and state interest expenditures and write-in any cost areas that do not fit into the predefined categories. If applicable, the subgrants field should align with the total amount reported in your narrative section discussing subgrants. Calculate total expenditures for each column, including any write-in expenditures.

Expenditures should be consistent with the activities described in your narrative and with the amounts in your financial reports. (EAC uses the difference between your current and previous period FFR to calculate current period expenditures).

| Categories | Federal | State Match |
|-----------------------------|-----------------------|---------------------|
| Voting Equipment | \$157,841.00 | \$290,832.90 |
| Voting Processes | \$1,667,940.68 | \$0.00 |
| Voter Registration Systems | \$964,096.66 | \$0.00 |
| Election Auditing | \$0.00 | \$0.00 |
| Cyber and Physical Security | \$0.00 | \$0.00 |
| Voter Education | \$0.00 | \$0.00 |
| Accessibility | \$0.00 | \$0.00 |
| Other/Indirect Costs | \$15,427.35 | \$0.00 |
| TOTAL | \$2,898,064.74 | \$290,832.90 |



Section V: Final Assessment

Narratives for final progress reports should include:

- ❖ Grant activities for the full performance period
- ❖ A self-assessment of your performance
- ❖ Impact of grant funding on your program
- ❖ Lessons learned and any permanent changes made to your program

Progress & Narrative

Report Questions

All questions in the progress report require a response. However, if there is no activity to report, you can click the no activity or not applicable box found below each question.

A full list of questions for EAC progress reports can be found on our website in our EAC HAVA Progress Report Guidance:

<https://www.eac.gov/payments-and-grants/financial-progress-reporting>

You can also preview and download report questions by selecting "Print" at the top of the report form in GrantSolutions.





Report Review Process

EAC reviews FFRs and Progress Reports together to ensure that the two reports are aligned. If EAC staff have questions regarding use of funds or expenditure calculations, then reports are sent back for revision and/or clarification.

- ❖ Revisions are expected to be completed within one week of notification.
- ❖ Once reports have been approved, you will receive an email confirmation through GrantSolutions.
- ❖ Approved reports will be posted to the EAC website within two weeks.
- ❖ The review process can take several weeks due to delays caused by late reporting and the need for revisions.

Report Review Process



Common Reasons for Progress Report Revisions

- ❖ Current year expenditures provided in a Progress Report do not align with FFR expenditures based on current and past year's reporting.
- ❖ Missing match expenditures.
- ❖ Expenditure chart does not align with report narrative.
- ❖ Narrative includes "red flags" regarding appropriate use of HAVA funding – e.g. "Get Out the Vote" campaigns
- ❖ A description of match sources is not provided or is incomplete.
- ❖ Insufficient information is provided in narrative responses.



Resources

Reporting Guidance:

<https://www.eac.gov/payments-and-grants/financial-progress-reporting>

GrantSolutions Login: <https://home.grantsolutions.gov/home/>

Grant Solutions Help Desk:

Hours: M-F, 7am-8pm (closed Federal Holidays)

Phone: 1.866.577.0771

Email: help@grantsolutions.gov

When to contact the GS Help Desk: Login issues, user role/assignment needs, encountering errors when completing reporting in the OLDC.

EAC related GrantSolutions Questions: GrantSolutions@eac.gov



Tips, Tricks, and Reminders

- You may see “Past Due” beside your older migrated FFRs and PRs. Please note this warning is from a timing issue due to the migration process. Unless the report remains unsubmitted beyond the due date, you are not delinquent.
- You must log into GrantSolutions every 60 days or will be inactivated
- Financial Officers have access to the OLDC and not necessarily the Grants Management Module (where you initially log in). Additional role access can be provided so Financial Officers can see their organization’s awards- please contact us for details.
- Certifying FFR/PR: There is known issue where grantees may submit reports without providing signature (aka certifying). We are working to correct this. Please be sure to save your work and abstain from submitting the report if the certify function does not appear. We will alert everyone when this is fixed.
- Use our GrantSolutions EAC webpage to answer many common questions and issues:
<https://www.eac.gov/payments-and-grants/eac-grantsolutions>