



EAC Grants Report Training

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Agenda

Reporting Requirements

Due Dates and Submission

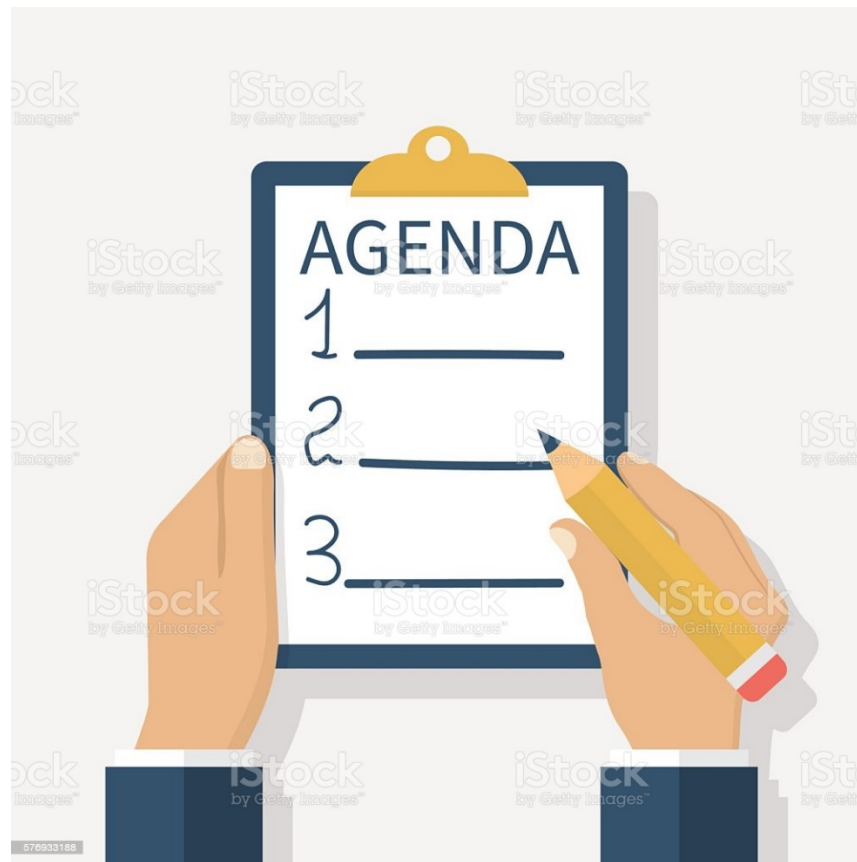
Filling out the Federal
Financial Report in PMS

Completing Your Progress
Report in Alchemer

Review Process

Resources

Open Q and A





Reporting Requirements

EAC requires all grantees to submit both a financial report using the standard federal financial report form - SF425 - and a narrative progress report.

EAC requires the following systems to electronically submit your reports:

- The Payment Management System (PMS) for the FFR
- Alchemer for progress reports





Due Dates

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

Report	Due Dates
Semi-Annual	Period ending March 31 - due April 30
Annual	Period ending September 30 - due December 29

EAC expects states that have not yet submitted final CARES reports will submit finals for the mid-year reporting period. The due date for final reports for this reporting cycle is the same as mid-year reports: April, 30, 2022. Notify EAC if you are ready to submit your final for CARES and have expended less than the full federal amount. If you are ready to close another grant, please notify the EAC and a final report will be populated for you in PMS.



Submission Instructions

Financial data for the FFR is submitted through PMS.

Progress Reports are submitted through Alchemer. EAC has provided the login information for each state for Alchemer via email.

EAC will not accept reports via email. All reports must be submitted electronically.

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 the single grant that includes both years of funding.

CARES

Only if you have an open and active grant.

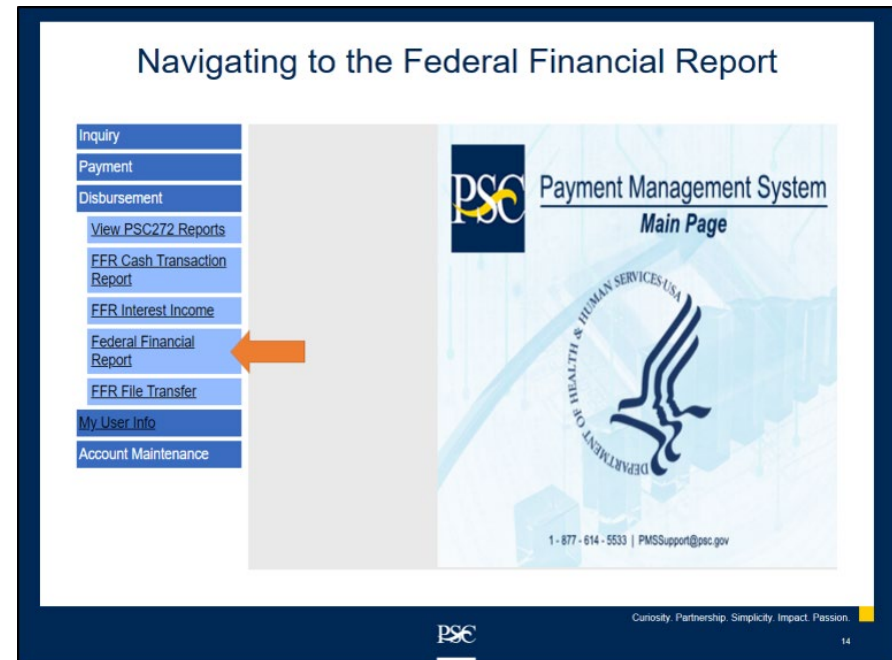


Payment Management System

To access the FFR you must first log into the PMS system using the credentials you received when you first set up the users for your account.

<https://pmsapp.psc.gov/pms/app/login>

Once you are in the FFR component of the PMS system, you will see and access the FFRs you will be required to submit to EAC on your grantee dashboard.





Grant and Grantee Data (Box 1-9)

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

Box 6: For annual reports due December 29, check the annual box.

For semi-reports due April 30, check Semi-Annual.

You must contact EAC to set up the Final FFR in PMS when you have expended all federal funds and interest.

Box 7: Basis of Accounting. Check 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.

6a. Report Frequency:	Semi-Annual
*6b. Report Type:	Interim Report
*7. Basis of Accounting:	Accrual
8. Project/Grant Period (month/day/year):	From: 09/30/2016 To: 09/30/2016



Transactions – Section 10

You will enter the following:

Line b - Cash Disbursements.

Line e - Federal share of expenditures.

Line f - Federal share of unliquidated obligations.

Line i - Total recipient share required.

Line j - Recipient share of expenditures.

Line l - Total Federal program income earned. (For EAC this is federal interest)

Line n - Program Income (Federal interest) expended





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.

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



Transactions – Section 10

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.

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, the remarks section of the form.



Transactions – Section 10

Line 1 - Total Federal program income earned.

This line is used by EAC exclusively to track federal interest earned. Enter the cumulative sum of the interest earned on the federal share from the beginning of the grant.

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

Enter the cumulative amount of funds expended with federal interest earned on this line from the beginning of the grant. DO NOT report program income or interest earned on the state share in this section.



Preview Transactions – Section 10

*10. Transactions:

Cumulative

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

Federal Cash (on the GRANT LEVEL) for 10AA000001:

a. Cash Receipts:	153,257.23
b. Cash Disbursements:	153,257.22
c. Cash on Hand (line a minus b):	0.01
d. Total Federal funds authorized:	200,000.00
e. Federal share of expenditures:	
f. Federal share of unliquidated obligations:	
g. Total Federal share (sum of lines e and f):	0.00
h. Unobligated balance of Federal funds (line d minus g):	200,000.00

Recipient Share:

i. Total recipient share required:	20,000.00
j. Recipient share of expenditures:	
k. Remaining recipient share to be provided (line i minus j):	0.00

Program Income:

l. Total Federal program income earned:	
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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
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div></div>	<div>0.00</div>	<div></div>
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div></div>	<div>0.00</div>	<div></div>



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:

- ✎ State Interest Earned: Enter the current year amount earned.
- ✎ State Interest Expended: Enter the current year amount expended.
- ✎ Program Income Earned: Enter the current year amount earned.
- ✎ Program Income Earned Breakdown: List each source of program income individually next to each amount.
- ✎ Program Income Expended: Enter the amount of Program Income expended in the current year.



Remarks (Example)

Remarks Example:

State interest earned: \$84,360

State interest expended: \$45,300

Program income earned total: \$22,421

Program income earned breakdown: \$12,000 Source: Sale of registration list
\$10,421 Source: Sale of Vehicle

Program income expended: \$0



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.

*Prepared by:	<input type="text"/>
Phone No.:	+1 (888) 777-6666
Email Address:	email.address@gmail.com
Date Report Prepared:	02/28/2019



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.?



Report Review Process

Common Reasons for Financial Report Revisions

- ❖ Line 10b does not equal 10e
- ❖ Box 12 contains federal interest earned for the reporting period instead of state interest earned
- ❖ Box 12 does not identify minimum required information (i.e. \$0 for all responses)



Alchemer Login

To access the correct progress report in Alchemer you must first log in using the corresponding credentials you received from EAC.

<https://survey.alchemer.com/s3/6544495/2021-2022-EAC-Progress-Report>

Once you are logged into Alchemer, you will have the option to select the type of grant and report you are submitting.

2021-2022 EAC Progress Report

Login

Please enter the username and password provided by the EAC to begin the Progress Report. If you require assistance or have any questions, please contact Grants@eac.gov.

Username

Password

Next

0%



Report Type & Period

Select the correct report form:

Grant Number – Enter the grant agreement number which is provided in your Notice of Grant Agreement (NGA) as well as on your FFR in PMS. (NOTE: it's also the username you used to login)

Report Type – Select the reporting period. If you are submitting a final report, select Final.

Reporting Period – The reporting period is provided in the report type you selected. If you are submitting a final report, you can find the grant start date on your FFR. The end date will be either the Annual or Semi-Annual end date on the FFR.

EAC Progress Report

State or Territory: *
Enter the name of the state or territory that received the grant and is submitting this report.

-- Please Select --

Grant Number: *
Enter the grant agreement number from the Notice of Grant Award (NGA)

Report: *

☐ Annual (Oct 1 - Sept 30)

☐ Semi-Annual (Oct 1 - March 31)

☐ Final (Start of Grant - End)

☐ Other - Write In

Grant: *

Please select only one.

☐ 101

☐ 251

☐ Election Security

☐ CARES

☐ Other - Write In



Progress and Narrative

Progress and Narrative Overview

Reports due for the period ending March 31 should describe the activities of the six-month period and reports due for the period ending September 30 should cover the previous 12-month period.

Final progress reports should cover the entire grant period.

Report questions will vary depending on which grant and report type you select.

TIP:

If you would like to draft your responses outside of Alchemer, you can preview and download a report template from our website: <https://www.eac.gov/payments-and-grants/financial-progress-reporting>



Progress & Narrative

Preparing Your Progress Report

Your narrative should describe the following:

- how your funding was used to meet HAVA requirements
- significant changes to your program
- issues you encountered
- articles of voting equipment purchased
- how your state match requirement was met
- subgrant activities



Progress & Narrative

Creating a Strong Narrative

Be Concise

Narratives that answer the questions concisely can be reviewed and approved more quickly.

Be Organized

Narratives organized according to the major expenditure categories reported in the expenditure chart are easier to follow and more likely to be approved without the need for further revision or clarification.

Be Mindful

EAC progress reports are publicly posted along with FFRs on our website. Federal and congressional inquiries are often made regarding these reports, and individual state reports are sometimes singled out.



Progress Report - Subgrants

Reporting Subgrants

In addition to reporting subgrant activities, you will report the breakdown of aggregate subaward expenditures by major grant categories.

The total provided in the subgrant chart should match the corresponding expenditure line for subgrants on the Expenditure Chart at the end of your progress report.

Subgrants:

Did your office provide subawards to local jurisdictions during this reporting period? *

- ☐ Yes
☐ No

Describe the activities carried out by your subgrantees during the reporting period. *

Provide a breakdown of aggregate subawards expenditures across major categories. *

Voting Equipment	<input type="text"/>
Election Auditing	<input type="text"/>
Voter Registration Systems	<input type="text"/>
Security	<input type="text"/>
Communications	<input type="text"/>
Other (Voter Reg. Security Equipment)	<input type="text"/>
Other (Specify above)	<input type="text"/>
Other (Specify above)	<input type="text"/>

Total : 0



Changes to the Categories

Expenditure Chart Categories

The following categories have been added to the Expenditure Chart, however we will only be keeping Accessibility after this round of reporting:

- Accessibility
- Staffing
- Training
- Subgrants
- Indirect Costs
- Unliquidated Obligations

Voting Equipment and Processes:

Post-Election Auditing:

Voter Registration Systems:

Cyber Security:

Voter Education/Communications:

Accessibility:

Staffing:

Training:

Subgrants:

Indirect Costs (If applicable, FFR Line 11):

Unliquidated Obligations (If applicable, FFR Line 10f):

Other (Specify below)

Other (Specify below)

Other (Specify below)

Proposed revised progress report and associated categories' descriptions can be found [here](#).



Changes to the Progress Report

Expenditure Chart Validation

After you have entered your expenditures by category for both federal and state shares, you will need to confirm your total expenditure amounts on the following page.

Expenditures

Confirm Total Grant Expenditure Amounts *

Federal	<input type="text"/>
Match	<input type="text"/>

FORM IS DESIGNED BY EAC FOR THE PURPOSE OF PROVIDING INFORMATION TO THE PUBLIC. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.

Total : \$0.00



Expenditure Chart Reminders

Unlike the cumulative reporting for your FFR, your progress report should only cover the current reporting period, including expenditures on your federal and state shares.

- Write in additional cost areas that do not fit into the main categories.
- Calculate total expenditures for each column, including write-in expenditures that appear below the total line.
- Ensure that expenditures are consistent with the activities described in your narrative.
- Ensure that expenditures align with the amounts reported in your FFR including federal and state interest expenditures.

TIP

EAC uses the difference between 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 using the budget worksheet on our website:

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



Expenditure Chart

Expenditure Categories

Voting Equipment and Processes	Voting and ballot tracking equipment including replacements for older equipment; Improving, modifying, and replacing systems and technology forecasting and counting votes
Post-Election Auditing	Implement/conduct a post-election audit system that provides a high level of confidence in the accuracy of the final vote tally
Voter Registration Systems	Maintenance and upgrade of voter registration databases, software, and related systems
Cyber Security	Including implementing established cybersecurity best practices for election systems; upgrading computer systems to address cyber vulnerabilities identified by the Department of Homeland Security or other similar scans or assessments
Voter Education/ Communications	Including educating voters about voting procedures, voting rights, voting technology



Expenditure Chart

Expenditure Categories

Accessibility	Implement accessibility requirements including ADA-compliance for polling locations
Training	Training for election officials, poll workers, and other staff to improve federal election administration and ensure election security and safety
Subgrants	Subawards provided to local counties, jurisdictions, or local election authorities (same as total reported under subgrants question in narrative)
Supplies	Cleaning supplies, personal protective equipment, additional laptops, and mobile IT equipment for elections staff and poll workers
Indirect Costs	Calculated based on your state's Indirect Cost Rate or the de minimis 10% and reported in Box 11 of your Federal Financial Report (FFR)
Unliquidated Obligations	Obligations reported on line 10(f) of your Federal Financial Report (FFR) – may be reported across categories if data is available



Expenditure Chart (Example)

	Federal	Match
Voting Equipment and Processes	\$805,616.00	\$201,404.00
Post-Election Auditing	\$0	\$0
Voter Registration Systems	\$32,468.00	\$0
Cyber Security	\$147,048.00	\$0
Voter Education/ Communications	\$45,538.00	\$25,221.00
Accessibility	\$9,619.00	\$0
Staffing	\$70,753.00	\$134,294.00
Subgrants	\$1,986,770.00	\$39,754
Indirect Costs	\$0	\$0
Unliquidated Obligations	\$3,194	\$0
Other: Fees	\$11,458.00	\$0



Report Review Process

EAC staff review 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, reports may be 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, and the Election Security and CARES reports will be posted to the EAC website within two weeks.



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.



FFR & Progress Report Resources

Reporting Guidance

The following can be found on EAC.gov under Payment and Grants on the *Financial and Progress Reporting* page:

- EAC HAVA Federal Financial Report Guidance
- EAC HAVA Progress Report Guidance
- FFR (sf425) template for reference only (pdf)
- Progress report - for reference only (pdf)
- Expenditure budget worksheet (xlsx)

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



Get in Touch

General Questions and Suggestions: Grants@eac.gov

HAVA specific: HAVAFunding@eac.gov

CARES specific: CARESFunding@eac.gov

PMS Helpdesk: PMSFFRSupport@psc.hhs.gov

EAC Grants Management and Oversight Team:

Kinza Ghaznavi, Grants Manager

Risa Garza, Grants Management Specialist

Arielle Augustyn, Grants Management Specialist

Emma Lee, Finance Assistant and Alchemer Guru

Peg Rosenberry, Consultant and Grants Subject Matter Expert