

U.S. ELECTION ASSISTANCE COMMISSION

HAVA Progress Report (PR) Guidance

Your State Plan (251) or your Program Narrative (101 grants) established the programmatic objectives that EAC will monitor over the course of the performance period. The Election Assistance Commission (EAC) requires all grantees to submit a Progress Report (PR). Starting in 2020, EAC is requiring the use of the OMB-approved format in Alchemer to prepare and submit the report.

Due dates. Reports are due semi-annually until all funds and interest are disbursed. The mid-year report covers the period from October 1 through March 31 and is due by April 30.

The annual report covers the 12-month period from October 1 – September 30 and is due by December 29.

The final progress report is due 120 days after all funds under the grant have been expended, including federal, state, program income and interest.

For CARES, the first PR is not due on December 29, 2020, instead it is due February 28, 2021 (for the period March 28 – December 31, 2020). If you have not met all your match for CARES by December 31, 2020, you will follow the due dates for all other PRs above until you have met the match.

Submission Instructions. States must submit separate reports for each individual grant from EAC. Reports should be completed in the appropriate electronic format. Progress Report data is submitted through Alchemer. EAC has provided the URL specific to this progress report along with the login to each state via email.

I. COMPLETING THE PROGRESS REPORT

To access the PR you must first open the report URL and enter the credentials you received from EAC via email.

Once you are logged in, you will be able to fill in the required report according to the credentials used when you logged in. Most grantees will have at least two active grants, your Election Security and CARES Act grants. Many states will also have 251 and/or older 101 grants. Entering the data is straightforward.

A. Identify the Grantee and Grant

1. State or Territory: Enter the name of the state or territory that received the grant and is submitting the report.
2. Grant Number: Enter the grant number from the Notice of Grant Award (NGA)
3. Report:
 - Annual (Oct 1 – Sept 30)
 - Semi-Annual (Oct 1 – March 31)
 - Final Report (Start of Grant-End)
 - CARES (Off-cycle report only due February 28, 2021)
 - Other

EAC also requires grantees to submit financial reports of expenditures related to the state plan and objectives. The financial report is separately submitted through the Payment Management System (PMS). Please refer to the EAC Federal Financial Report Guidance for more information.

4. Grant: Please select only one.
 - 101
 - 251
 - Election Security
 - CARES
 - Other
5. Reporting Period Start Date: Enter the start date of the reporting period (MM/DD/YYYY)
6. Reporting Period End Date: Enter the end date of the reporting period (MM/DD/YYYY)
7. DUNS: Enter the recipient organization's DATA Universal Number System (DUNS) number from the System of Award Management (SAM)
8. EIN: Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Services (IRS).
9. Recipient Organization: Enter the name of the recipient organization and address, including zip code.

B. Progress and Narrative

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.

a. Progress During Reporting Period

- Describe in detail what happened during this reporting period and explain how you implemented the approved grant activities.
- Provide a timeline and description of project activities funded to meet HAVA requirements. Provide an analysis of how such activities conform to the submitted State Plan or Program Narrative as applicable.
- Describe any significant changes to your program during the course of the project, or if the project was implemented differently than described in your original State Plan or Program Narrative. Otherwise enter - no significant changes during this period.
- Describe any favorable developments which enabled meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned. Otherwise enter N/A.
- Report on the number and type of articles of voting equipment obtained with the funds. Include the amount expended on the expenditure table. Otherwise enter - No articles of voting equipment purchased during this period.
- Provide a description of any security training conducted and the number of participants. Otherwise enter - no security training conducted during this period.
- 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.

- Match (if applicable):** Describe how you are meeting the matching requirement. Otherwise enter - match not required.
- Issues Encountered:** Describe all major issues that arose during the implementation of the project and the reasons why established goals were not met, if appropriate. Address each issue separately in its own section and describe whether and how the issues were resolved. Also, briefly discuss the implications of any unresolved issues or concerns. Otherwise enter - no issues encountered.
- Upcoming Activities:** Provide a timeline and description of upcoming activities.

ADDITIONAL REPORTING FOR 2020 HAVA CARES GRANTS
<ul style="list-style-type: none"> <input type="checkbox"/> Describe how you used the funds to address the pandemic. <input type="checkbox"/> Describe the major issues you faced in dealing with the pandemic in the election cycle.

FINAL REPORT
<p>The final report is your opportunity to share the significant features of your project and present information about the results your project achieved. The document should be written as if the reader has no previous knowledge of your project’s activities. The report should cover the entire period of performance.</p> <p>Review and Self-Assessment: Review and highlight all activities that occurred during the implementation of the project, including an assessment of your performance.</p> <p>Impact: Write an assessment of how your project has impacted the problems you were trying to solve. Were there unexpected benefits? Shortfalls?</p> <p>Lessons Learned: Provide a review of your successes and suggest ways that your experience may be helpful to others. Did you make permanent changes to your processes?</p>

b. Expenses

Fill out the table of expenditures with amounts expended in the current reporting period only. A table for the associated category of funding – 251, 101, ES, CARES will populate once you select which report you are submitting. See sample table categories and layout at the end of this guide. Write in additional cost areas as needed that do not fit into the other categories. Calculate the total expended in the current reporting period for each column – federal and match (as applicable).

C. CERTIFICATION

The EAC-PR form must be signed by an authorized individual. Fill in the Name and Contact information of the authorized certifying official of the grant recipient. Electronically sign the report.

II. CHANGES TO STATE PLAN OR BUDGET

EAC understands that plans can change over the life of a grant. Consult the EAC grants office (grants@eac.gov) if you need to revise plans and the budget in the future. For example, if the approved grant budget currently only includes costs associated with post-election auditing, you cannot allocate costs related to printing additional ballots to the grant. However, you can request a budget amendment from EAC to include costs related to voting systems and, thus, printing ballots. The EAC will work to approve such budget amendments within 48 hours.

III. EXTENSION

Extensions must be approved by EAC and requests must be made in advance of the reporting deadline. Any missed reports are recorded as late and out of compliance.

Sample of Eligible Activities and Current Period Amount Expended and Unliquidated Obligations

This is just an example and not an exhaustive list. A separate table is required per grant.

HAVA Activities (101, 251, ES):	Federal	Match*
Voting Equipment: Including replacing voting equipment that only records a voter's intent electronically with equipment that utilizes a voter verified paper record; and improving, modifying, and replacing systems and technology for costing 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		
Security and Training: Including security other than cyber security and training in all security areas.		
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.		
Communications: Including educating voters about voting procedures, voting rights, voting technology		
Establish toll-free hotlines to report voter fraud/violations to report voting irregularities and to obtain election information;		
Accessibility-related services: Including improving accessibility and quantity of polling places		
Total (calculate the total for each column, Federal and Match)		

**Match: The territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands are exempt from match.*

HAVA CARES Activities:**Federal****Match***

Voting Processes, including additional costs for printing and mailing ballots, ballot tracking software, high speed scanners and letter opening equipment, mail drop boxes, hardware and software associated with signature comparison of returned ballots		
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff, overtime salary and benefit costs for elections staff and poll workers		
Security and Training: Security for additional absentee or mail drop- boxes, staff and poll worker training on prevention processes		
Communications: Notifying the public of changes in registration, ballot request options, precautions or voting procedures) Public communication of changes in registration, ballot request options, or voting procedures, including information on COVID19 precautions being implemented during the voting process		
Supplies: Additional laptops, mobile IT equipment		
Leasing of new polling places when existing sites must be closed		
Pre- and post-election deep cleaning of polling places		
Mailings to inform the public on changes or determination of procedures of COVID19 precautions, options in voting, and other voting information		
Training of poll workers on sanitization procedures for in-person voting		
Cleaning supplies and personal protective equipment (masks, gloves, etc.) and equipment for staff and poll workers in early voting, vote center, or election day polling places		
Acquisition of additional voting equipment, including high speed or central count tabulators and hardware and software associated with signature comparison of returned absentee or mail ballots		
Upgrades of statewide or local databases to allow for online absentee or mail ballot requests or change of address		
Total (calculate the total for each column, Federal and Match)		

**Match: The territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands are exempt from match.*