



EAC Progress Report Training

Risa Garza, Grants Specialist, EAC

Peg Rosenberry, Grants SME, EAC

April 2021



Agenda

Reporting Requirements

Due Dates and Submission

Completing Your Progress
Report in Alchemer

Login

Report Type & Period

Progress & Narrative

Expenditure Chart

Editing

Review Process

Resources and Open Q and A





Reporting Requirements

EAC requires all grantees to submit a narrative progress report along with their Federal Financial Report.

Starting in 2020, EAC requires the use of Alchemer to electronically prepare and submit your progress report.

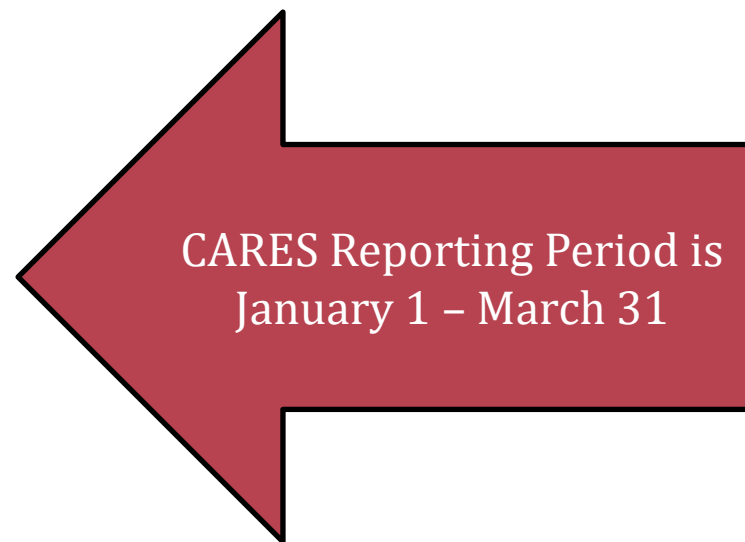




Due Dates

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

Report	2021 Due Dates
Semi-Annual	Period ending March 31 - due April 30
Annual	Period ending September 30 - due December 29



If you are submitting a final FFR and final Progress Report, you have **90 days** to submit your reports instead of 30 days. The due date for final reports for this reporting cycle is Tuesday, June 29, 2021.



Submission Instructions

Progress Reports are submitted through Alchemer.

EAC has provided the URL along with login information for each state via email.

EAC will not accept Progress Reports as attachments to FFRs in PMS or via email.

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 with both years of funding.

CARES

Due until match is met and all expenditures have been liquidated and finalized.



Alchemer Login

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

<http://s.alchemer.com/s3/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. It's important that you select the correct report as the form will auto-populate with questions related to the specific grant and/or report type.

A screenshot of the EAC Progress Report login page. The page has a dark blue header with the text "EAC Progress Report" in white. Below the header, the word "Login" is displayed in a large, bold, black font. Underneath "Login", there is a paragraph of text: "Please enter your userword and password to begin the Progress Narrative. If you require assistance or have any questions, please contact grants@eac.gov". Below this text are two input fields: "Username" and "Password", each with a corresponding text box. At the bottom of the form, there is a blue button labeled "Next".



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.

Report Type – Select the reporting period. If you are submitting a final report, select Final instead of Annual or Semi-Annual.

Reporting Period – You can find the reporting period next to 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.

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)
- CARES (Off-cycle report only due February 28, 2021)
- CARES (Jan 1 - Mar 31)
- Other - Write In

Reporting Period Start Date *

Enter the start date and end date of the reporting period (MM/DD/YYYY)

Reporting Period End Date *

Enter the start date and end date of the reporting period (MM/DD/YYYY)



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.

CARES progress reports should cover activities from January 1 – March 31.

Final progress reports should cover the entire grant period.

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

PRO TIP:

If you would like to draft your responses outside of Alchemer, you can preview and download report questions by responding “test” to each question. You will see an option to download a PDF of the report when you reach the end of the form.



Progress & Narrative

Report Questions

A full list of questions for each EAC grant and report type can be found on our website in our EAC HAVA Progress Report Guidance:

<https://www.eac.gov/sites/default/files/paymentgrants/Financial%20and%20Progress%20Reporting/EAC%20HAVA%20Progress%20Report%20Guidance.pdf>



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 with a per unit value of \$5000 or more (251 only)
- 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 inquires are often made regarding these reports, and individual state reports are sometimes singled out.



Progress & Narrative

Examples 1: Be Concise

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

Funds were used to purchase three new central count tabulators and accompanying results reporting software, four ballot on demand systems, and eight universal ballot marking devices.

The new central count tabulators were used during Guam's 2020 General Election and subsequent Runoff Election. The machine's sort feature made election night tabulation more efficient as ballots were sorted for further review without stopping. The accompanying results reporting software was also used for the General and Runoff elections.

The ballot on demand (BOD) systems streamlined ballot production and increased security of digital ballot files. Guam's early voting period was expanded in the 2020 election cycle in light of the COVID-19 pandemic. The BOD systems allowed the GEC to produce ballots to meet the demand of both expanded early voting and UOCAVA/off island absentee voting.

The eight universal ballot marking devices were purchased to work in tandem with the upgraded tabulators. The devices were deployed during the In Office Absentee Early Voting Period, which was extended by Guam's legislature as a response to the public health emergency.



Progress & Narrative

Example 2: Be Organized

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

Training: The Maryland State Board of Elections (SBE) conducted a table top exercise during the Biennial Conference. The table top exercise had approximately 282 participants including Local Board of Election staff, Board Members, MD National Guards and staff from other organizations. The table top model was developed by the Belfer Center for Science and International Affairs at Harvard's Kennedy School of Government.

Communication: KO Public Affairs, LLC developed a strategy, message and timeline to educate the public about election related information. The public relation team developed a media strategy to assist with responding to media inquiries and interviews related to the 2020 elections.

Voting Systems: SBE purchased Cradlepoint routers to be used at early voting centers and during election day for voter registration. Routers were necessary to ensure network connectivity with the MDVOTERS database for Same Day Registration.

Election Security Consultants: SBE awarded a contract for a Chief Information Security Officer and Information Security Specialist to review all systems in the Agency. The Election Security Team are in the process of developing security plan for each system. The Election Security Team developed and they are maintaining a Risk Analysis for the agency's systems. The Election Security Consultants conducted a cyber security penetration testing for SBE's environment prior to the 2020 general election. SBE procured a Social Media IT defense services for the 2020 General Election. The purpose of the Social Media IT defense services detected and prevented social media misinformation, impersonation and other surface web manipulations / attacks on US election.



Expenditure Chart

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 are aligned with the amounts reported in your FFR including federal and state interest expenditures.

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.



Expenditure Chart

Expenditure Categories – 101, 251, Election Security

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
Communications	Including educating voters about voting procedures, voting rights, voting technology



Expenditure Chart

Expenditure Categories – CARES

Voting Processes	Additional costs for printing and mailing ballots, ballot tracking/signature validation hardware and software, additional voting and ballot tracking equipment, mail drop boxes, leasing facilities for new/expanded polling places, upgrades of voter databases to allow for absentee and mail-in ballot requests
Staffing	Additional poll workers, election office staff diverted to pandemic response, temporary staff, overtime salary and benefits for elections staff, supplemental and/or hazard pay for poll workers
Security and Training	Additional security devices and/or software; Health and safety training of poll workers for sanitation procedures and socially distanced in-person voting
Communications	Notifying the public of changes to registration, ballot request options, precautions or new voting procedures in response to the pandemic
Supplies	Cleaning supplies, personal protective equipment, additional laptops, and mobile IT equipment for elections staff and poll workers



Expenditure Chart (Example)

	Federal	Match
Voting Equipment and Processes	\$805,616.00	\$201,404.00
Post Election Auditing	\$3,500.00	
Voter Registration Systems	\$345,318	
Cyber Security	\$147,048.00	\$31,084.00
Communications	\$415,538.00	\$13,942.00
Total	\$1,986,770.00	\$338,868.00
Other – ADA Activities	\$569,750.00	92,438.00



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, and the 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 or incorrect expenditure totals in the expenditure chart.
- 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

General Questions: Grants@eac.gov

HAVA specific: HAVAFunding@eac.gov

CARES specific: CARESFunding@eac.gov

PMS Helpdesk: PMSFFRSupport@psc.hhs.gov

Reporting Guidance:

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