

**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>DC20101CARES</b>
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3. Recipient Organization (Name and complete address including Zip code)  
  
**DISTRICT OF COLUMBIA, GOVERNMENT OF**  
**441 4TH STREET, NW, SUITE 250N, WASHINGTON, DC 200012714**

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 checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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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>December 31, 2020</b>
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**10. Transactions** Cumulative  
 (Use lines a-c for single or combined multiple grant reporting)

**Federal Cash (To report multiple grants separately, also use FFR Attachment):**

a. Cash Receipts	\$3,000,000.00
b. Cash Disbursements	\$3,000,000.00
c. Cash on Hand (line a minus b)	\$0.00

(Use lines d-o for single grant reporting)

**Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized	\$3,000,000.00
e. Federal share of expenditures	\$3,000,000.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$3,000,000.00
h. Unobligated balance of Federal funds (line d minus g)	\$0.00

**Recipient Share:**

i. Total recipient share required	\$600,000.00
j. Recipient share of expenditures	\$0.00
k. Remaining recipient share to be provided (line i minus j)	\$600,000.00

**Program Income:**

l. Total Federal share of program income earned	\$540.34
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income expended in accordance with the addition alternative	\$540.34
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
g. Totals:					\$0.00	\$0.00	\$0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  
 State interest earned (current fiscal year): \$0

**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)**

a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Moore, Orsheka</b> <b>Senior Budget Analyst</b>	c. Telephone (Area code, number, and extension)  d. Email Address
b. Signature of Authorized Certifying Official  <b>Moore, Orsheka</b>	e. Date Report Submitted (Month, Day, Year)  <b>March 2, 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)

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Federal Agency & Organization : Election Assistance Commission

Federal Grant ID : DC20101CARES

Recipient Organization : DISTRICT OF COLUMBIA, GOVERNMENT OF  
441 4TH STREET, NW, SUITE 250N, WASHINGTON, DC 200012714

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : State interest earned (current fiscal year): \$0  
State interest expended (current fiscal year): \$0  
Program income earned (current fiscal year): \$0  
Program income earned breakdown (current fiscal year): \$0  
Program income expended (current fiscal year): \$0

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1 :  
2 :  
3 :  
4 :  
5 :

# EAC Progress Report

Response ID:211 Data

## 3. EAC Progress Report

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**1. State or Territory:**

District of Columbia

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**2. Grant Number:**

DC20101CARES

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**3. Report:**

CARES (Off-cycle report only due February 28, 2021)

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**4. Grant:**

**Please select only one.**

CARES

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**5. Reporting Period Start Date**

03/28/2020

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**6. Reporting Period End Date**

12/31/20

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**7. DUNS/UEI:**

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**8. EIN:**

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**9. Recipient Organization:**

**Organization Name**

District Of Columbia Board Of Elections

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**Street Address**

1015 Half Street Se, Suite 750

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**City**

Washington

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**State**

DC

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**Zip**

20003

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## 4. Progress and Narrative

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## **10. CARES Grant Specific:**

### **Describe how you used the funds to address the pandemic.**

The District of Columbia Board of Elections (DCBOE) conducted two Federal Elections during the 2020 calendar year: DC Presidential Primary Election was conducted on June 2nd, and the Presidential General Election was conducted on November 3rd. For both of these elections, DCBOE made purchases for which the CARES Act grant funds were used. DCBOE made several acquisitions. DCBOE contracted with a mail-house to mail a ballot to over 500,000 registered voters. This included preparing and mailing ballots to all registered voters. The CARES Act grant funds were also used for the postage to mail the ballot packets outbound to and inbound from registered voters. DCBOE also purchased, with CARES Act grant funds, a high speed mail sorter with signature verification to assist with accepting and processing the returned ballots. CARES Act grant funds were further expended to cover costs for additional temporary staffing to handle the tasks associated with processing mail ballots as they were returned. To assist with in-person voting, DCBOE purchased Ballot on Demand printers and to aid with ballot return, ballot drop boxes were acquired to provide more options to voters. In order to ensure the safety of staff and voters, DCBOE expended CARES funds to purchase personal protective equipment (PPE) for election workers, materials to preserve social distancing protocols in vote centers, and supplies to clean and sanitize voting equipment that were used for voter check-in, and at the mail ballot processing center. DCBOE also spent CARES funds on a public relation voter outreach campaign to explain the vote by mail process, ballot drop boxes, voting options and the vote centers. The messaging also included educating voters on how to vote-by-mail for their safety and the deadlines associated with mail balloting applications and return ballots. The CARES Act Grant was also used to purchase laptops for employees that were required to work remotely and for the expanded mail ballot processing. The purchase of the laptops ensured that staff was using updated technology and software when accessing sensitive data on the networks. These necessary and prudent purchases significantly reduced processing time at the polls and, more importantly, reduced the risk of contact exposure in DCBOE offices and at vote centers.

### **11. Describe the major issues you faced in dealing with the pandemic in the election cycle.**

The DC Board of Elections (DCBOE) team had to adjust and initiate new ways to meet the needs of DC Voters safely and maintain the overall integrity of the voting process. Each DCBOE team member recognized the criticality of insuring a successful 2020 election, and risked their and their family's health and safety by reporting to work to insure all went well. As the election season progressed, we all learned a lot about what worked and didn't work in this new environment. During this pandemic, we have materially changed in almost every way to continue to meet our mission to provide the best opportunity for DC Voters to cast their ballots. Voting is the tip of the spear of American democracy, and the DCBOE must continue to identify and implement new ways to enfranchise every DC Voter.

Among the challenges that DCBOE faced were: recruiting and training election workers, identifying polling locations, safely operating polling sites, maintaining social distancing in polling sites and in the work place, instituting telework successfully, messaging, offering multiple options for voting, working under stressful circumstances, and other high-level unforeseen encounters associated with conducting the elections.

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

For the June Primary, to address these challenges with less than 2 months before the election, DCBOE launched a campaign that strongly encouraged voters to request mail ballots. The mail ballot campaign was supported by a PR firm that instituted a "Vote Safe" design. Requests were accepted by mail-in applications, email, or online request. BOE full time and temporary staff responded to all requested ballot, hand stuffing and mailing the ballots to each voter with instructions and a prepaid-return ballot envelope. Given the short timeframe between the decision to implement the mail ballot request program, BOE was not able to establish either an Intelligent Mail Barcode (IMB) for USPS, a tracker that communicated with the postal system, in place or an in-house web portal that allowed voters to check the status of their return ballots.

BOE communicated regularly with members of the public, elected officials, party officials, interested organizations, and others by holding "Town Hall" type sessions to address questions and respond to concerns related to the election. These sessions were helpful to both the attendees and to DCBOE.

Challenges related to poll worker recruitment and training were multi-tiered. Many of the veteran workers were in the age population that was at risk to contract the virus and therefore opted out of volunteering. Training was conducted in a remote setting, due to the stay-at-home order that was imposed by the Mayor. This provided for basic training, but did not allow for the "hands-on" training with the voting equipment that is an important part of the process.

Many of the polling locations were not available for use due to the health emergency. BOE decided to operate vote centers instead of traditional precinct-based polling places. Vote centers allowed voters to vote at any location, regardless of residence. All vote centers had to be properly equipped with adequate signage and Personal Protective Equipment (PPE) for voters and staff. Further, a traditional paper ballot option needed to be provided at each vote center for voters who did not want to vote on the electronic ballot marking device.

The staff charged with processing the mail ballots was relocated to the Board's warehouse location to better accommodate social distancing and safety concerns. Other staff members were directed to telework. These changes required the acquisition of technology, equipment, and basic office supplies in order for the staff to perform all of their day-to-day responsibilities.

The June Primary resulted in long lines on Election Day. On review we realized that voters did not take advantage of the previous 10 days that were available for Early Voting. It was clear that the information about the full period for Early Voting could have been better communicated to the voters. We experienced ongoing technology failures and voters did not receive their ballots even though it may have been timely requested. This, understandably left many voters frustrated and also contributed to the election day lines at the vote centers. There were also cases where even though, a ballot may have been mailed, it was never received by the voter. This was an issue with the postal service. At the end of it, many lessons were learned, all of which were put in place as we moved toward the November General Election.

For the November General Election, it was clear that the focus needed to continue on conducting the election with the threat of the pandemic still looming in full force. There were obvious limitations that needed to be taken into consideration. With this in mind, DCBOE, changed course from the Primary and began to design an all-mail ballot election. This began with the decision to procure the services of an experienced mail house to assist with this monumental task and mail all qualified voters a ballot.

In addition to securing the mail house, we procured 55 mail ballot drop boxes that were placed throughout the District, including at every public library except one, so that voters had an alternative to mailing their ballots or voting in person. The locations for the drop boxes were determined with input from members of the public. BOE developed an initial list. Based upon all of the feedback received, the locations for the mail drop boxes were finalized. Ballots were retrieved from the mail drop boxes twice a day. The drop boxes were extremely popular with voters; more voters used them than any other means of voting for this election.

We knew that not all voters would choose to vote their mail ballot, that some voters might not timely receive their ballots in the mail, and that we had to provide for same day registration. Therefore, Early Voting and Election Day options would still be required.

We analyzed the Primary Election voting wait times, not only in the District of Columbia, but nationwide. We determined that the voters could no longer be limited to voting at the traditional multi-purpose rooms, libraries, cafeterias, and centers that were the customary polling locations. While those venues may be needed, larger sized locations with the capacity to accommodate larger crowds were also needed. Keeping in mind the guidance of the CDC with respect to social distancing and the limitations on gatherings, the size of the locations was of particular concern when determining vote center locations. The idea of Super Vote Centers became a reality. These venues provided the space needed to accommodate more than double the amount of equipment used in regular polling places, which would allow more voters to be processed in a shorter time span. This idea was being incorporated nationwide as well. We identified six locations to serve as Super Vote Centers. The partnership with these venues was incredible! The Washington Football Team also reached out to DCBOE to offer support and became a part of the partnership with the other local major sports teams backing the Board's "Election Week" message.

For the November General Election, DCBOE operated 32 Early Vote Centers, including 6 Super Vote Centers, and 95 Election Day Vote Centers. Voters could vote at any location through Election Day. All vote centers were provided the necessary PPE, which included face masks, hand sanitizers, Plexiglas, gloves, and social distancing signs. We posted signs at each Vote Center reminding voters of the requirement to wear masks to enter. If a voter arrived without a mask, site

coordinators were instructed to offer one to them. Every vote center was provided with an internal "drop box" for mail ballots. Signs directing voters to "Drop, don't Stop", provided a quick alternative for those individuals just needing to drop off their voted ballot, thereby avoiding the line.

A massive communications plan was developed to inform voters of the mail ballots, drop boxes, early voting, super vote centers, election day operations, and more. The communications plan was administered by the PR firm and included radio, TV, print, and digital ads, Public Service Announcements (PSAs), multiple post card mailings, email notifications, and other forms of continuous outreach to members of the public. The information provided in these communications was intended to inform voters of their options for voting, changes to the voting operations, expectations at vote centers during a pandemic, and more. We worked closely with a PR firm to launch a public information "Vote Safe DC" campaign ahead of the November election to communicate directly with voters and make sure DC residents were aware of election processes and procedures as well as how to access any needed information. Further, as indicated herein, many meetings were held, where members of the public were constantly engaged and their concerns were addressed. There was also the use of robocalls and targeted text messages, door hangers, and street signs providing election information to voters.

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**13. 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.**

For the 2020 elections, DCBOE expended CARES ACT funds as follows:

**Mail House:** For this election, the Board procured the services of K&H Mail House, a ballot printer with mail ballot services, to mail a ballot to every District of Columbia voter. Each ballot mailed by the service included an IMB, which allowed the Board to track the ballot from the mail house to delivery to the voter. IMB also tracked the ballot return from the voter to the Board through the postal system. This system proved efficient.

**BallotTrax:** The Board acquired the software services of BallotTrax, which allowed the Board to track ballots through the USPS from the Board's mail house vendor to the voter, and from the voter back to BOE. BallotTrax also provided notification to voters who registered with BallotTrax regarding the status of their ballot, and eventually provided status on the ballot as "returned/pending review". BOE was made aware of the confusion the terminology presented to voters, concerned that their ballots may not be counted if defined as "returned". (Ballots classified as "pending review" required signature verification through the voter registration system; most passed review.) The terminology was modified to "received" for clarity, and once the signature was verified, the status was changed to "accepted" so voters could be assured that their mail ballots would be counted. The Board also maintained its existing website ballot tracker which provided updates to voters who returned their ballot through the drop box.

**Mail Ballot Sorter:** The Board acquired a high-powered mail ballot sorter which provided for the processing of 13,000 ballots, by ward, per hour.

**Postage:** Funds were used for postage to mail ballot packets to every registered voter and for the voter to return their ballots.

**Ballot on Demand Printers (BOD):** The Board procured equipment to accommodate "Ballot on Demand," which allowed the Board to provide a printed paper ballot to any voter at any vote center, regardless of residence. The equipment consists of portable printers and printer carts. Given the change from precinct-based polling place to vote center, it was necessary to supply each vote center with sufficient BOD's, since this was the only option for providing a paper ballot.

**Communications:** The Board used funds to subsidize the cost of procuring the PR firm to provide for the communications campaign. The aggressive communications campaign informed voters of their options for voting, dates of voting, and voting locations. Voters were also educated about expectations in vote centers with respect to social distancing and requirements for PPE. The Vote Safe DC Campaign extended across both the Primary and General 2020 elections.

**Mail Ballot Drop Boxes:** The DCBOE procured internal "drop boxes" for voters to drop off their voted ballot, thereby avoiding lines. The drop boxes were popular and was the primary choice selected by voters to cast their ballot during the November General Election.

**Temporary Workers:** A team of temporary workers was needed to support the tasks associated with processing all aspects of the mail ballot efforts. In an effort to manage this increased work load, CARES funds were expended to pay the temporary workers for the 2020 elections.

**Warehouse Operation:** The need to relocate staff to the warehouse also required the procurement of additional computer equipment, mobile IT equipment, cleaning supplies, PPE, and other necessities. Further basic office supplies such as chairs, tables, and phones were needed for staff to continue perform their duties in a safe work environment.

**Vote Centers:** The cost associated with utilizing private vote centers as well as securing and sanitizing the vote centers relied on CARES funding. This was important for the safety of the voters and the election workers.

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**14. 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.**

- Change from precinct-based voting scheme to vote centers that serve all voters regardless of residence. Currently, DC Voters are assigned to specific Election Day polling places based on their residence addresses; on Election Day, they must vote in their assigned polling place for their vote to count. That system is very much a cultural norm in DC. Vote Centers allow voters to cast their ballot at any location. That aspect of the system requiring voting at assigned polling places was important and added efficiencies when voter records were all paper and virtually all voting occurred on Election Day and in person. These records are now housed on electronic poll pads which can carry the identity of all voters on one poll pad. We also have voting equipment – Ballot Marking Devices and BODs – that provide flexibility to in person voters and thus greater enfranchisement.
- Voting by Mail: Automatically mailing ballots to all registered voters was extremely popular and effective for most voters during the November 2020 election. The DCBOE should maintain some form of a mail ballot program for the majority of DC Voters. Unfortunately, the USPS service levels are currently so poor that all mail ballot programs must be re-evaluated to address current USPS delivery schedules.
- Local Drop boxes for Mailed Ballots were also extremely popular with voters. Drop Boxes were used such that the majority of mailed ballots were dropped off at Drop Boxes.
- Online Ballot tracking systems can be extremely helpful to voters not voting in person to track their Ballot from submission to receipt. The ballot tracking systems used during the 2020 elections were generally effective, but not always timely. Explore options for either improving current ballot tracking systems and/or consider other systems available in the market.
- "Election Week" vs "Election Day" is a concept that can become the cultural norm. Branding the period for voting as "Election Week" will shift the cultural norm to encourage early voting which will allow voters to avoid lines and crowds if a voter is voting in person and provides additional voter enfranchisement. It further creates administrative efficiencies in voter processing and vote counting. Messaging extensively to motivate voters to vote early is essential.
- Poll Worker Recruiting accounted for a major shift in poll worker demographics and created a very large pool of poll workers. Having large numbers of poll workers allows for timely and responsive service to voters. It further encourages voter engagement and openness in the process.
- Use of "Super Vote Centers" should be considered to provide voters interesting in-person options. Super vote centers will allow for speedy processing of large voter turnout. Super Vote Centers at sports venues further involved the sports community in the voting process, which created even more interest in the community and encouraged voters to cast their ballots.
- The DCBOE found frequent town hall style meetings with the community and community leaders was a great way to exchange ideas. It also helped voters understand DCBOE's legal requirements and helped DCBOE understand the real needs and desires of voters.

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**15. 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.**

N/A

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**16. 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.**

Mail Ballot Sorter: The Board acquired a high-powered mail ballot sorter which provided for the processing of 13,000 ballots, by ward, per hour.

RUNBECK ELECTION SERVICES INC \$244,000.00

Ballot on Demand Printers (BOD): DCBOE procured ninety (90) BODs which allowed the DCBOE to provide a printed paper ballot to any voter at any vote center, regardless of residence.

RUNBECK ELECTION SERVICES INC \$622,429.20

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**17. Provide a description of any security training conducted and the number of participants.**

**Otherwise enter - no security training conducted during this period.**

No security training conducted during this period.

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**18. 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

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

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

**Otherwise enter - match not required.**

The agency is in the process of tracking local expenditures to meet the state match requirement. This information will be provided prior to the required deadline.

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**20. 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.**

Please see response to Question #12.

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**21. Upcoming Activities:**

**Provide a timeline and description of upcoming activities.**

All the CARES grant funding has been expended.

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**5. Expenditures**



## 22. Current Period Amount Expended and Unliquidated Obligations

### CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$244,000.00	
Staffing:	\$200,000.00	
Security and Training:		
Communications:	\$70,060.35	
Supplies:	\$100,000.00	
Total	\$614,060.35	
Others (Contract Services)	\$1,388,853.98	
Others (Equipment)	\$983,231.08	
Others (Hardware and Software)	\$14,394.93	

OMB CONTROL NUMBER: 3265-0020

## 6. Certification

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

**First Name**

Orsheka

**Last Name**

Moore

**Title**

Senior Budget Analyst

**Phone**

**Number**

2024813427

**Email Address**

orsheka.moore@dc.gov

Signature of Certifying Official:



Signature of: ORSHEKA P MOORE

## 7. Report Submitted to EAC

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Thank you, your progress report has been submitted to EAC. Please keep the PDF download of your submission as grant record.