

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted Election Assistance Commission					2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) DE20101CARES			
3. Recipient Organization (Name and complete address including Zip code) ELECTIONS, DELAWARE DEPARTMENT OF 905 S GOVERNERS AVE STE 170, DOVER, DE 199044112								
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	
8. Project/Grant Period (Month, Day, Year) From: March 28, 2020 To: December 31, 2020					9. Reporting Period End Date (Month, Day, Year) December 31, 2020			
10. Transactions						Cumulative		
<i>(Use lines a-c for single or combined multiple grant reporting)</i>								
Federal Cash (To report multiple grants separately, also use FFR Attachment):								
a. Cash Receipts						\$3,000,000.00		
b. Cash Disbursements						\$2,998,965.09		
c. Cash on Hand (line a minus b)						\$1,034.91		
<i>(Use lines d-o for single grant reporting)</i>								
Federal Expenditures and Unobligated Balance:								
d. Total Federal funds authorized						\$3,000,000.00		
e. Federal share of expenditures						\$2,998,965.09		
f. Federal share of unliquidated obligations						\$1,034.91		
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						\$498,760.44		
k. Remaining recipient share to be provided (line i minus j)						\$101,239.56		
Program Income:								
l. Total Federal share of 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		
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: \$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 Sturgeon, Sommer FISCAL ADMINISTRATIVE OFFICER					c. Telephone (Area code, number, and extension)			
					d. Email Address			
b. Signature of Authorized Certifying Official Sturgeon, Sommer					e. Date Report Submitted (Month, Day, Year) February 26, 2021			

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/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

FEDERAL FINANCIAL REPORT

(Additional Page)

Federal Agency & Organization : Election Assistance Commission

Federal Grant ID : DE20101CARES

Recipient Organization : ELECTIONS, DELAWARE DEPARTMENT OF
905 S GOVERNERS AVE STE 170, DOVER, DE 199044112

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : State interest earned: \$0
State interest expended: \$0
Program income earned total: \$0
Program income earned breakdown: N/A
Program income expended: \$0

EAC Progress Report

Response ID:185 Data

1. Login

Please enter your userword and password to begin the Progress Narrative. If you require assistance or have any questions, please contact grants@eac.gov

2. Verification

reCAPTCHA

reCAPTCHA answered

3. EAC Progress Report

1. State or Territory:

Delaware

2. Grant Number:

DE20101CARES

3. Report:

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

4. Grant:

Please select only one.

CARES

5. Reporting Period Start Date

03/28/2020

6. Reporting Period End Date

12/31/2020

7. DUNS/UEI:

8. EIN:

9. Recipient Organization:

Organization Name

Delaware Commissioner Of Elections

Street Address

905 S. Governors Ave, Ste. 170

City

Dover

State

DE

Zip

19904

4. Progress and Narrative

10. CARES Grant Specific:

Describe how you used the funds to address the pandemic.

Purchase equipment needed to meet the demand of absentee & vote by mail voting:

Quadient Inserters/Folding Machines: Grant funds were used to purchase automation equipment needed to increase capacity and to streamline preparation and assembly of outgoing mail ballot packages, given the enormous increase in volume of such requests during the COVID-19 pandemic, and with the passage of legislation by the Delaware General Assembly permitting Vote By Mail for the 2020 State Primary and General Election

TriTek Sorters: Grant funds were used to purchase automation equipment needed to increase capacity and to streamline check-in and sorting of voted/returned mail ballots, again, given the corresponding increase in volume of such requests during the COVID-19 pandemic, and with the passage of legislation by the Delaware General Assembly permitting Vote By Mail for the 2020 State Primary and General Election

High-Capacity Openers/Date Stamping: Grant funds were used to purchase automation support equipment needed to process the extremely high volume of mail ballot applications and voted/returned ballots, as well as new voter registration applications received/voter registration update request applications. This equipment offers high speed envelope opening and stamping of date received on these

Ballot on Demand Printers: Grant fund were used to purchase several high-capacity printers to print absentee and vote by mail ballots "on demand" (i.e. as needed) for voters requesting mail ballots, as well as voters voting via absentee ballot in-person at county elections offices, when that option is offered. These units permit the Department to fulfill these requests internally, without the need to outsource such requests. The volume of ballots needed for both mail and in-person absentee voting increased significantly due to the COVID-19 pandemic.

Personal Protective Equipment (PPE): Grant funds were used to purchase needed PPE equipment to outfit polling places for the elections held during the 2020 election cycle. The Department purchased bulk quantities of PPE for use by election officers (poll workers) at polling places. This included materials such as face masks, face shields, and disposable gloves, Supplies were also provided for the appropriate Department support staff for these operations. The Department also purchased a bulk quantity of social distancing tools such as removable floor markers to use in polling places, The Department also purchased large quantities of cleaning and sanitizing supplies for voting equipment (alcohol-based cleaners and cleaning cloths) to ensure cleanliness and to maintain a sanitary condition for voting equipment (pollbooks for voter check-in, and voting machines).

Temporary Staff: With the significant increase in absentee voting and the addition and the introduction of vote by mail, and the many related tasks entailed in the process (preparing, assembling, sending out, accepting upon return, sorting, and scanning for tabulation), the Department needed to employ a large number of additional temporary staff to complete these tasks. These staff also processed absentee & vote by mail applications received, including, prepare and mail out ballots to voters, process voted ballots returned, and subsequently sort, scan, and tabulating returned absentee & vote by mail ballots. In addition, when staffing polling places, additional election workers were employed in many locations to provide additional support for an increased volume of voters, and to provide support to voters utilizing newly deployed voting equipment for the first time during

the 2020 election cycle.

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

Polling places locations unavailable due to COVID-19: Several polling places in the State preferred, due to the COVID-19 pandemic, to no longer host polling places. These decisions were based on a host of reasons related to the pandemic, including concern around opening facilities to the general public (especially those facilities operating at a reduced capacity), desire not to expose facility staff and residents (if applicable) to the virus, or concerns about remediation activities that would be required (e.g.; "deep cleaning").

Elections Officers unavailable/not serving due to COVID-19: Many veteran election officers chose to not serve in these roles during the 2020 election cycle, due to concerns regarding the COVID-19 pandemic. This required the Department to significantly increase recruitment efforts across the state to replace these workers, as well as to add additional workers to support the first large scale deployment in the State of new voting equipment, as well as the deployment any use of Personal Protective Equipment (PPE) required due to the pandemic.

Timeframes and Deadlines Regarding State Primary and General Election: Delaware's Statewide primary is the latest in the nation (September 15, 2020). This entailed the Department administering this election, with record turnout, completing post-election and certification activities in 48 hours (September 17, 2020), and then immediately finalizing absentee and vote by mail ballot setup and testing/certification, and then sending ballots to UOCAVA voters by the September 19, 2020, deadline for the Primary Election. (The State met the UOCAVA ballot mailing requirement.) This was accomplished while conducting a statewide mailing of vote by mail applications for the General Election to more than 525,000 registered voters immediately prior to the Statewide Primary Election, during final preparations for the election, to meet legislatively mandated deadlines. All of this occurred as the Department installed, configured, tested, and comprehensively trained team members on a completely new suite of automation equipment for mail ballot handling (outbound mailing/inbound sorting and tabulation).

Increased Scrutiny of/Challenges to Trust in Integrity of Elections: The Department was also charged with rebutting an unprecedented assault on the integrity of the elections system, often fueled by unfounded and baseless rumors and allegations not based in fact. This entailed a significant investment of time and effort by Elections staff already taxed by many other demands.

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

Expansion of Absentee Voting for Presidential Primary: Per an Executive Order by Delaware's Governor (March 24, 2020), absentee ballot applications were sent to all eligible voters (registered Democrats and Republicans) were mailed an absentee ballot application, with an explanatory letter and a postage paid (Business Reply Mail) return envelope. The returned applications yielded 56,075 votes cast by absentee ballot, compared to a total of 5,046 votes cast by absentee ballot in the 2016 Presidential Primary.

Implementation of Vote By Mail for fall 2020 Elections (State Primary/General Election): Per legislation enacted by Delaware's General Assembly (June 25, 2020), the Department was directed to develop and mail vote by mail applications to all eligible voters for the State Primary and General Election (more than 470,000 and 529,000 applications, respectively), and the subsequent massive increase in volume of vote by mail (and absentee) ballots requested (more than 108,000 and 193,000, respectively) and returned (more than 76,000 and 163,000, respectively).

Operating full complement traditional polling places with COVID-19 precautions: for the State Primary and General elections, the Department was mandated to operate all usual polling place locations. The Department encountered challenges with some locations housing polling places declining to host polling places due to COVID-19-related concerns, requiring relocating these polling places, and informing voters and other members of the public of the change. In addition, the Department needed to secure and obtain mass quantities of Personal Protective Equipment (PPE) for Election Officers (poll workers) and to distribute said equipment. The Department also was required to update Election Officer training to incorporate education on appropriate deployment and use of the PPE. This addition to the Poll Worker training curriculum was in addition to training the Election Officers on operation of new voting equipment. For many workers, 2020 election training was the first time that these workers had operated this equipment.

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.

February-March 2020: At the onset of the COVID-19 pandemic, the Department was preparing for Delaware's April 28, 2020

Presidential Primary election. Via Executive Order by Delaware's Governor, this election was rescheduled to June 2, 2020 and, subsequently, rescheduled to July 7, 2020. The Governor, also via Executive Order, directed the Department to mail of absentee applications to all voters eligible to vote in the election (i.e. all registered Democrats and Republicans), The Department was permitted, via the same Executive Order, to open/prepare/scan for tabulation (but not tabulate) ballots beginning 30 days prior to the election. (NOTE: Per Delaware law, mail ballots may not be tabulated prior to the close of polling places [8PM local time] on Election Day.)

March 24, 2020: Expansion of Absentee Voting for Presidential Primary: The Department, per the directives of the Executive Order, mailed more than 500,000 absentee applications, resulting in a tremendous increase in the volume of absentee ballots requests as compared to prior Presidential Primary elections. For the 2020 Presidential Primary, more than 56,075 voters voted by absentee ballot, as compared to the 2016 Presidential Primary, when a total of 5,046 votes cast by absentee ballot.

May 7, 2020: Introduction of Vote Centers for Presidential Primary: In addition, the Department was authorized, via Governor's Executive Order, to operate vote centers to offer in-person voting, as well. The quantity of vote centers was reduced, as compared to the usual quantity of traditional polling places operated. A vote center model was feasible for in-person voting, given the commonality of the ballot style among all polling places. (NOTE: This model was adopted only for the Presidential Primary. The traditional polling places were operated for the State Primary and General Election, due to the variation in ballot styles among polling places in these elections.) The vote center model entailed the need to supplement the quantity of voting equipment provided at each location, as well as outfitting the polling places with needed Personal Protective Equipment (PPE) and social distancing supplies and adopting appropriate protocols. Training for Election Officers (poll workers) was adopted accordingly to incorporate content regarding these COVID-19-related topics. (An additional note: per Governor's Executive Orders, the Presidential Primary, originally scheduled for April 24, 2020, was rescheduled to June 2, 2020, and was subsequently rescheduled to July 7, 2020.)

May 7, 2020: Municipal and School Elections: The Department provides comprehensive support for all municipal elections in Delaware and has full responsibility for school board and school tax referenda elections in the State. Per Governor's Executive Order, during the COVID-19 pandemic, municipal elections were rescheduled, and the use of absentee voting was strongly urged, and statewide school board elections were rescheduled from May 12, 2020, to June 16, 2020, and subsequently rescheduled to July 21, 2020, with a strong encouragement for voters to vote by absentee ballot in these elections. In addition, the largest school district in the State conducted a referendum vote to approve a property tax increase on June 9, 2020. This election entailed record in-person voting at the full complement of in-person polling places, as well as voting by absentee turnout and rated many times higher than ever experienced in previous school elections. In addition, the deployment of PPE for use by election officers, establishment of social distancing protocols for election officers and voters, and the initiation of extensive voter education regarding these changes—all while preparing for the statewide (rescheduled) Presidential Primary election to be held under extraordinary conditions, placed great levels of demands on Department staff.

June 25, 2020: Implementation of Vote By Mail for fall 2020 Elections (State Primary/General Election): Per legislation enacted by Delaware's General Assembly (June 25, 2020), the Department was directed to develop and mail vote by mail applications to all eligible voters for the State Primary (September 15, 2020) and General Election. More than 470,000 and 529,000 applications, respectively), and the subsequent massive increase in volume of vote by mail (and absentee) ballots requested (more than 108,000 and 193,000, respectively) and returned (more than 76,000 and 163,000, respectively). (Also, per June 25, 2020 Executive Order:) Operating full complement traditional polling places with COVID-19 precautions: for the State Primary and General elections, the Department was mandated to operate all usual polling place locations. The Department encountered challenges with some locations housing polling places declining to host polling places due to COVID-19-related concerns, requiring relocating these polling places, and informing voters and other members of the public of the change. In addition, the Department needed to secure and obtain mass quantities of Personal Protective Equipment (PPE) for Election Officers (poll workers) and to distribute said equipment. The Department also was required to update Election Officer training to incorporate education on appropriate deployment and use of the PPE. This addition to the Poll Worker training curriculum was in addition to training the Election Officers on operation of new voting equipment. For many workers, 2020 election training was the first time that these workers had operated this

Ongoing/Throughout 2020: Voter Education: Although in-person new voting equipment demonstrations were curtailed/supplanted by virtual presentations (by the Department and coordinated with other individuals/organizations) due to the COVID-19 pandemic, extensive education was held to familiarize Delaware voters with new voting equipment first deployed en masse during the 2020 election cycle, as well as the changing and/or new options regarding voting by absentee ballot.

All activities described above are confirm with the original Program Narrative for the grant.

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.

No significant changes to be noted, with program implemented generally in conformity with Program Narrative. As mentioned, COVID-19-related concerns required relocation of some polling places and/or reformatting some polling places due facilities hosting polling places declining to do sue due to the COVID-19 pandemic, or requiring a relocation or reformatting of the polling place hosted on site at these facilities due to COVID-19-related considerations.

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.

State Legislative Action: Legislation passed by the Delaware General Assembly authorizing Vote By Mail for the 2020 State Primary and General Elections also permitted mail ballots to be opened, prepared for scanning, and scanning (but not tabulated) up to 30 days prior to Election Day. This provision allowed the Department to finish ballot scanning and to complete ballot tabulation and fully report unofficial election results on the night of the General Election. This legislative provision alleviated a concern by the Department that unofficial results reporting would be delayed due to the influx of vote by mail and absentee ballots.

Election Officers: Despite many veteran Election Officers choosing not to serve as Election Officers due to COVID-19-related concerns, many individuals spanning a wide age range, and from a broad cross-section of the State chose to serve as Election Officers—many for the first time, despite the especially challenging conditions of the 2020 election cycle.

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.

Quadient Inserters/Outbound Mailing Automation Systems (4 units)

• Cost \$456,199

High-Capacity Folding Machines (to support Quadient equipment) (4 units)

• Cost: \$18,324.00

TriTek Sorters (3 units)

• Cost: \$1,048,217.88

High-Capacity Envelope Opener/Date Stamping Units (3 units)

• Cost: \$37,065.60

Otherwise enter - No articles of voting equipment purchased during this period. *

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

Otherwise enter - no security training conducted during this period.

Ongoing security training of all staff (50 full-time staff and approximately 20 temporary staff) on general cybersecurity topics (e.g. device and account security/phishing avoidance/data hygiene).

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

19. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

The Department has planned to meet the required State funds matching requirement by systematically identifying match requirements for each expenditure as incurred and, by doing so, has met State matching funds requirements.

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.

All established goals were met, despite adversity encountered.

21. Upcoming Activities:

Provide a timeline and description of upcoming activities.

A small balance of CARES funds remains available, and the Department will use these funds to cover costs for temporary staff engaged in finalizing post-2020 Election follow-up activities.

5. Expenditures

22. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$2,343,642.28	\$292,393.45
Staffing:	\$308,047.31	\$108,437.82
Security and Training:	\$20,097.60	\$3,836.00
Communications:	\$123,857.62	\$55,512.77
Supplies:	\$203,320.28	\$38,580.40
Total	\$2,998,965.09	\$498,760.44

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

SOMMER

Last Name

STURGEON

Title

FISCAL ADMINISTRATIVE OFFICER

Phone

Number

Email Address

Signature of Certifying Official:



Signature of: SOMMER L STURGEON

7. Report Submitted to EAC



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