

**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>HI20101CARES</b>		
3. Recipient Organization (Name and complete address including Zip code)  <b>Hawaii, State of</b> <b>802 Lehua Ave, Pearl City, HI 967823321</b>							
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: <b>March 28, 2020</b> To: <b>December 31, 2020</b>					9. Reporting Period End Date (Month, Day, Year) <b>December 31, 2020</b>		
<b>10. Transactions</b>							Cumulative
<i>(Use lines a-c for single or combined multiple grant reporting)</i>							
<b>Federal Cash (To report multiple grants separately, also use FFR Attachment):</b>							
a. Cash Receipts						\$3,295,842.00	
b. Cash Disbursements						\$2,876,850.68	
c. Cash on Hand (line a minus b)						\$418,991.32	
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized						\$3,295,842.00	
e. Federal share of expenditures						\$2,876,850.68	
f. Federal share of unliquidated obligations						\$0.00	
g. Total Federal share (sum of lines e and f)						\$2,876,850.68	
h. Unobligated balance of Federal funds (line d minus g)						\$418,991.32	
<b>Recipient Share:</b>							
i. Total recipient share required						\$575,370.14	
j. Recipient share of expenditures						\$575,370.14	
k. Remaining recipient share to be provided (line i minus j)						\$0.00	
<b>Program Income:</b>							
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
	Fixed	10	March 28, 2020	December 31, 2020	\$2,876,850.68	\$287,685.07	\$0.00
	Fixed	10	March 28, 2020	December 31, 2020	\$2,876,850.68	\$287,685.07	\$0.00
	g. Totals:					\$2,876,850.68	\$287,685.07
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: No state interest and no program income earned or expended.							
<b>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)</b>							
a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Schulaner, Aaron</b> <b>General Counsel</b>					c. Telephone (Area code, number, and extension)		
b. Signature of Authorized Certifying Official  <b>Schulaner, Aaron</b>					d. Email Address		
					e. Date Report Submitted (Month, Day, Year)  <b>March 16, 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 : HI20101CARES

Recipient Organization : Hawaii, State of  
802 Lehua Ave, Pearl City, HI 967823321

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : No state interest and no program income earned or expended.

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**Federal Agency Review**

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

# EAC Progress Report

Response ID:244 Data

## 1. Login

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

## 2. Verification

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## 3. EAC Progress Report

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### 1. State or Territory:

Hawaii

### 2. Grant Number:

90.404

### 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

State Of Hawaii

**Street Address**

802 Lehua Ave

**City**

Pearl City

**State**

HI

**Zip**

96782-3321

## 4. Progress and Narrative

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### 10. CARES Grant Specific:

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

Our grant application to the EAC indicated our planned use of the funds for the following: (1) a public communications campaign to facilitate voting (e.g. media campaign, election mailings, associated staffing); (2) facility expansion (e.g. larger and/or additional facilities for voter service centers, counting centers, places of deposit, and other activities associated with elections, including temporary and/or fixed structures with corresponding increased equipment, furniture, and staffing to address additional workload, social distancing, and cleaning); and (3) cleaning, disinfecting, and associated health and safety measures (e.g. cleaning supplies, air filtration system, safety and security shields, machinery, personal protective equipment, and staff).

Consistent with this plan, we used the funds in the following manner: (1) a marketing agency was contracted to maximize newspaper, radio, television, and digital advertisements across different demographics throughout the state was engaged and we made corresponding expenditures based on our consideration of its recommendations; (2) to address social distancing requirements, we expended funds to relocated the counting centers on Oahu and Hawaii to the Hawaii Convention Center and the Prince Kuhio Plaza, respectively, to provide sufficient room for the processing, opening, and counting of voted ballots, and we purchased drop boxes to facilitate having sufficient locations to drop off ballots so as to lessen any issues with lines and enforcing social distancing requirements associated with those locations; and (3) in relation to personal protective equipment and cleaning supplies for the voter service centers and counting centers, we made expenditures to procure and distribute various items, such as air purifiers, disinfectant spray, disinfecting wipes, face masks, face shields, hand sanitizer, isopropyl alcohol, nitrile gloves, plexi-glass barriers, and temporal scanners.

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

On March 5, 2020, Governor David Ige issued an emergency proclamation related to COVID-19. The Governor cited his authority under Chapter 127A, HRS to take various actions, which at the time included the suspension of certain laws. Subsequent orders would be issued by the Governor and county mayors ushering in stay-at-home orders, travel restrictions, social distancing, restrictions on the size of gatherings, and similar matters that would depend on the current status of COVID-19 in the community.

While the impact of these orders on preparations for the 2020 Elections was significant, they were lessened by these same orders recognizing exemptions under certain circumstances for those involved in a critical infrastructure area, which election officials and their vendors were understood to be engaged in as defined by the Department of Homeland Security – Cybersecurity and Infrastructure Security Agency's publication Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19.

As such, elections officials were able to seek exemptions to travel between islands, and their vendors could come from the

mainland and likewise travel between islands, subject to self-quarantining when not engaged in critical infrastructure duties. This type of travel was necessary for the following purposes: (1) conducting training for counting center officials; (2) testing and certifying the voting and vote counting system; (3) operating the voting system and supporting the voter service centers and counting centers; (4) setting up the high-speed ballot sorters for the counties to facilitate their receipt of ballots; and (5) manually auditing election results.

Similarly, meetings of election officials in the context of training, testing of voting machines, and the counting of ballots were permitted, so long as social distancing and facial covering requirements were followed.

In terms of the public, election officials needed to revisit how they would operate their voter service centers to ensure appropriate safeguards were in place for the people to vote (e.g. cleaning of equipment after each use, social distancing, and the wearing of facial coverings). Additionally, election officials needed to reconsider their voter education program as previous community events had been canceled and what community outreach could be done could not rely on direct in-person interactions, as would have occurred in the past.

While these issues were being discussed by election officials both here and across the country, legislation was drafted and subsequently signed into law providing funding to address these types of issues. Specifically, on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. For purposes of elections, the CARES Act included \$400 million in new Help America Vote Act (HAVA) emergency funds, made available to states "to prevent, prepare for, and respond to coronavirus." The funds were distributed by the U.S. Election Assistance Commission (EAC), consistent with prior HAVA grants. The State's share of these new HAVA funds was \$3,295,842.

In addition to the standard requirements for HAVA funds, which generally relate to facilitating the administration of federal elections, voting systems, and voter registration systems, these specific funds need to also be tied to preventing, preparing for, and responding to the coronavirus.

As with all grants, there are various requirements, such as a 20% match. However, this grant is notable in that it requires that the grant money be obligated by December 31, 2020 or returned to the U.S. Treasury and that reports be issued within 20 days of both the Primary Election and the General Election. The match requirement was \$659,168.40.

We immediately worked with the counties to determine their needs and how they wanted to use the funds. Ultimately, we submitted our grant application (i.e. Disbursement Request Letter), dated April 14, 2020, to the EAC citing our planned use of the funds, as referenced in Question 10, above.

In terms of the execution of the elections, in addition to the safety measures and procedures that were instituted, we had a sizeable increase in voter turnout which was reflected in an increase in voting by mail, drop boxes usage, and voting at designated voter service centers. This increase in voting against the backdrop of the safety measures and procedures to address COVID-19 made this election year a year that will never be forgotten.

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

As indicated in our response to Question 11 (Describe the major issues you faced in dealing with the pandemic in the election cycle), we worked with the counties to determine their needs and how they wanted to use the funds. With that in mind, we submitted our grant application (i.e. Disbursement Request Letter) to the EAC citing our planned use of the funds for the following: (1) a public communications campaign to facilitate voting (e.g. media campaign, election mailings, associated staffing); (2) facility expansion (e.g. larger and/or additional facilities for voter service centers, counting centers, drop boxes for places of deposit, and other activities associated with elections, including temporary and/or fixed structures with corresponding increased equipment, furniture, and staffing to address additional workload, social distancing, and cleaning); and (3) cleaning, disinfecting, and associated health and safety measures (e.g. cleaning supplies, air filtration system, safety and security shields, machinery, personal protective equipment, and staff). From that point forward, we executed the plan indicated in our grant application.

For example, in regard to voter education, we used a marketing agency to maximize newspaper, radio, television, and digital

advertisements across different demographics throughout the state. As for facilities, given social distancing requirements, we relocated the counting centers on Oahu and Hawaii to the Hawaii Convention Center and the Prince Kuhio Plaza, respectively, to ensure sufficient room for the processing, opening, and counting of voted ballots. Likewise, we purchased drop boxes to facilitate having sufficient locations to drop off ballots so as to lessen any issues with lines and enforcing social distancing requirements associated with these locations. Finally, in relation to personal protective equipment and cleaning supplies for the voter service centers and counting centers, we procured various items, such as air purifiers, disinfectant spray, disinfecting wipes, face masks, face shields, hand sanitizer, isopropyl alcohol, nitrile gloves, plexi-glass barriers, and temporal scanners.

In terms of the execution of the elections, in addition to the safety measures and procedures that were instituted, we had a sizeable increase in voter turnout which was reflected in an increase in voting by mail, drop boxes usage, and voting at designated voter service centers. The safety measures and procedures to implemented to address COVID-19, along with the CARES funding for the purposes noted above were invaluable in addressing COVID-19 this last election cycle.

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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.**

As indicated primarily in our response to Question 11 (Describe the major issues you faced in dealing with the pandemic in the election cycle) and also in response to Questions 10 and 12, we had a compressed timeline and various activities had to simultaneously overlap in order to meet our plan reflected in our grant application (i.e. Disbursement Request Letter). Specifically, the CARES Act was signed into law on March 27, 2020. We met with the counties and submitted our grant application on April 14, 2020. With the Primary Election scheduled for August 8, 2020 and all of the associated logistical work that comes into place prior to the actual date of the election, we had to immediately implement our plan in the form of our media campaign, purchasing supplies, and addressing our facility needs. The bulk of our expenditures and commitment of resources needed to be made in advance of the Primary Election (i.e. supplies and obtaining facilities), while our expenditures on voter education could be spread through out the election cycle to cover both the Primary Election on August 8, 2020 and the General Election on November 3, 2020.

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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.**

There were no significant changes during this period to what was described in our original State Plan or Program Narrative (i.e. Disbursement Request Letter).

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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.**

No articles of voting equipment were purchased during this period.

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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 was conducted during this period with CARES Act grant funding.

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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.**

Funds were made available to the county through the State purchasing items requested by the counties or reimbursing the counties for purchases it made consistent with the grant. In general, due to the earlier coordination with the counties, most purchases were purchases by the State of personal protective equipment and drop boxes for ballots for the counties. Similarly, reimbursement requests by the counties primarily involved personal protective equipment and drop boxes for ballots.

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

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

**Otherwise enter - match not required.**

Our match was met through a combination of the following: (1) some of the counties receiving non-federal grants from a private organization to respond to COVID-19's impact on our elections and these expenditures were consistent with the CARES Act grant; (2) state expenditures of general funds being made for matters authorized by the CARES Act grant; and (3) the State applying its de minimis 10% indirect cost rate on its modified total direct costs toward the match.

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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.**

As indicated in our response to Question 11 (Describe the major issues you faced in dealing with the pandemic in the election cycle), there were naturally issues that we needed to face in dealing with the pandemic. However, in the same response we indicated how those issues were to be addressed and we addressed those issues in that manner. As such, to the extent Question 20 is referring to whether there were major issues that did not allow our goals to be met in terms of what we sought to accomplish with the CARES Act funds or if there were major issues encountered that we had not reasonably foreseen, then no such issues were encountered.

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**21. Upcoming Activities:**

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

Before the next report period, we plan to work with the EAC to close out the grant and return any unspent funds.

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## 5. Expenditures

### 22. Current Period Amount Expended and Unliquidated Obligations

#### CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$32,960.10	\$149,313.11
Staffing:	\$0.00	\$38,803.19
Security and Training:	\$0.00	\$3,660.33
Communications:	\$1,475,465.36	\$65,928.33
Supplies:	\$225,128.52	\$14,803.89
Total	\$2,876,850.68	\$575,370.14
Facilities	\$1,143,296.70	\$15,176.23
De Minimis 10% Indirect Cost Rate on MTDC		\$287,685.06

OMB CONTROL NUMBER: 3265-0020

## 6. Certification

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

**First Name**

Aaron

**Last Name**

Schulaner

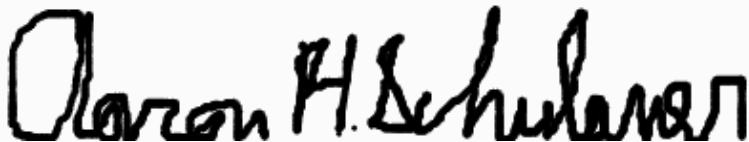
**Title**

General Counsel

**Phone Number**

**Email Address**

Signature of Certifying Official:



Signature of: Aaron H. Schulaner



## 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.