

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) ID20101CARES					
3. Recipient Organization (Name and complete address including Zip code) Secretary of State, Idaho 450 N 4th St, Boise, ID 837026027									
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 type="checkbox"/> Annual <input checked="" 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						\$3,404,276.00			
b. Cash Disbursements						\$3,404,276.00			
c. Cash on Hand (line a minus b)						\$0.00			
<i>(Use lines d-o for single grant reporting)</i>									
Federal Expenditures and Unobligated Balance:									
d. Total Federal funds authorized						\$3,404,276.00			
e. Federal share of expenditures						\$3,404,276.00			
f. Federal share of unliquidated obligations						\$0.00			
g. Total Federal share (sum of lines e and f)						\$3,404,276.00			
h. Unobligated balance of Federal funds (line d minus g)						\$0.00			
Recipient Share:									
i. Total recipient share required						\$680,856.00			
j. Recipient share of expenditures						\$680,856.00			
k. Remaining recipient share to be provided (line i minus j)						\$0.00			
Program Income:									
l. Total Federal share of program income earned						\$11,597.01			
m. Program income expended in accordance with the deduction alternative						\$0.00			
n. Program income expended in accordance with the addition alternative						\$11,265.13			
o. Unexpended program income (line l minus line m and line n)						\$331.88			
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: \$0.00									
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 Houck, Chad Chief Deputy Secretary						c. Telephone (Area code, number, and extension) d. Email Address			
b. Signature of Authorized Certifying Official Houck, Chad						e. Date Report Submitted (Month, Day, Year) February 25, 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 : ID20101CARES

Recipient Organization : Secretary of State, Idaho
450 N 4th St, Boise, ID 837026027

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Report Certified/Pending Agency Approval

Remarks : State Interest Earned: \$0.00
State Interest Expended: \$0.00
Program Income Earned: \$0.00
Program Income Expended: \$0.00

EAC Progress Report

Response ID:154 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:

Idaho

2. Grant Number:

ID20101CARES-01

3. Report:

Final (Start of Grant - End)

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

Secretary Of State

Street Address

700 W Jefferson St

City

Boise

State

ID

Zip

83702

4. Progress and Narrative

Final Progress Report:

The final report is your opportunity to share the significant features of your project and present information about the results your project achieved.

It 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.

Review and Self-Assessment:

Review and highlight all activities that occurred during the implementation of the project, including an assessment of your performance.

Immediately following the EAC announcement of CARES funding available to State election officials, the IDSOS developed a strategic plan to allocate and distribute funds equitably and efficiently across all 44 Idaho counties. This effort entailed establishing a uniform base amount and an additional amount based on population irrespective of registered voters. The IDSOS developed and disseminated a comprehensive narrative to accompany the strategic plan and initiated county-level communication through video and tele conferences. Periodic feedback received throughout the grant's administration informed IDSOS adjustments and refinements to the strategic plan. Having a strategic plan and narrative was beneficial and valuable as it maintained transparency with county officials and governed the grants administration within published EAC grant guidelines.

Governor Brad Little signed a proclamation that directed our Primary Election to be held by absentee vote only. In order to handle the increased absentee requests, our office worked with our current vendor to develop an online absentee request application. Notifications were sent to every household and then again to every registered voter informing them of the changes to the Primary Election, along with directions and deadlines to request and return their ballot. Despite the changes to the voting process, Idaho had an increased number of both registered voters, and ballots cast compared to the last Primary Election.

The time between our May Primary and the November General Election was used to establish plans and procedures on how to safely allow for in-person voting and handle the anticipated influx of absentee ballots all while maintaining the integrity of elections. Counties were able to purchase sorting and folding machines, electronic poll books, voting express machines, scanners, printers, and PPE to prepare for the General Election. A special legislative session was also called by the Governor to ensure the Counties would have adequate time to record and count absentee ballots and still manage in-person voting. Counties worked closely with their communities to determine polling locations that could conform to the CDC guidelines to ensure everyone's safety. Our office was able to train emergency poll workers who were deployed the day before or day of the election to fill in for those who had become sick or quarantined unexpectedly.

Most grant funds expended at the county level entailed replacing aging voting equipment or purchasing never-used-before voting equipment to improve the overall voter experience and increase process efficiency. As the pandemic created the need for heightened public safety measures across the spectrum of government operations, the 2020 election cycle created

significant challenges above historical norms. The trend toward favoring and adopting automation in many of the voting processes established a need for better and more efficient voting equipment. During this election cycle, Idaho saw an increase in utilization and interest in electronic Poll Books and ballot tabulators. This trend was not only a result of readily available cost-effective technological improvements, but a growing public concern over elections integrity and the pandemic's strict public-health guidelines and policies. IDSOS recommendations to counties regarding grant funding primarily involved the purchase of new voting equipment and its integration into current or modified voting processes. In retrospect, this initiative greatly improved voting infrastructure and processes for many counties and served as a roadmap for those counties contemplating making like-type investments. The overwhelming accomplishments of county staff, voting officials, and volunteers to ensure election integrity while adhering to strict public-health and safety guidelines during this election cycle was truly phenomenal. More importantly, their success serves as an example for continued county-level improvements in voting infrastructure and processes.

10. CARES Grant Specific:

Describe how you used the funds to address the pandemic.

The pandemic generated numerous hurdles impacting our elections process that required careful allocation and distribution of CARES funding across Idaho's 44 counties. The Secretary of State's (IDSOS) Office utilized funds in six major categories: voting processes, equipment, staffing, security and training, communication, and supplies.

State and County CARES expenditures served to ensure employee and public safety, enhanced voting processes through equipment upgrades and modifications to existing voting procedures, and increased public relations and trust through open communication and distribution of informational material.

As Executive orders resulting from the pandemic prompted the significant increase in demand for absentee ballots across the primary and general elections, the necessity to update elections software and equipment became the IDSOS's main priority. As such, the IDSOS conducted a complete analysis of the overarching and existing election systems, processes, and procedures throughout the state. Data collected provided insights to areas of existing or potential vulnerabilities as well as areas requiring immediate improvement to ensure election system integrity. The IDSOS expended CARES funds to address each county's unique challenges created by the pandemic, for example, review of current voting processes to identify actual or suspected vulnerabilities and to make informed recommendations based on research, collaboration, and collective knowledge acquired through face-to-face engagements across the state with elected County officials, staff, and volunteer workers.

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

Informing the public of major election process changes and acquiring, distributing, and processing large volumes of absentee ballots. Of note, absentee ballots were at a record high in Idaho for the 2020 election cycle. Voting history in Idaho reflects most Idahoans vote in-person. As such, our technology, polling locations, and election offices had established procedures and rules to process ballots based on historical data and practices. The pandemic however, influenced the preferred method to change to absentee. Fortunately, since County clerks and elected officials were able to anticipate this change early enough, Governor Little held a special legislative session to review and adjust state laws for accepting and processing absentee ballots. These new changes impacted how counties operated as they ultimately and successfully processed three to four times the historical number of absentee ballots than in prior years. Fortunately, changes in voting processes, procedures, and voting equipment upgrades afforded through CARES funding enabled county staff to handle the surge in absentee ballot requests without any degradation in service or processing time.

Updating Information Technology (IT) and election equipment and associated voting processes in a timely manner to ensure employee and public safety without compromising the integrity or accuracy of the elections. As many counties pursued major equipment upgrades during this election cycle, election equipment vendors faced shortages and increased times for equipment shipping, setup, and training. This caused significant challenges in having new voting equipment on site and operating correctly on the day of the election(s).

Ensuring precinct polling locations and accommodations adhered to newly published Center for Disease Control (CDC) and Idaho State Public Health pandemic policies, rules, and social-distancing guidelines. Public health directives directly impacted polling place accommodations and after county officials conducted compliance reviews of available physical space requirements, many had to adjust their election plan. Several of the largest counties found it necessary to combine polling locations to meet compliance with published public health pandemic guidelines.

Obtaining and training volunteer election poll workers was a new and unique challenge. The State of Idaho experienced a shortage of volunteer poll workers in the weeks leading up to the election in many counties due to valid concerns over personal safety and the alarming COVID-19 community transmission rate. Further exacerbating the challenge was having to hire additional poll workers to meet strict compliance requirements.

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

Upon receiving the CARES Grant, the IDSOS developed a comprehensive strategic plan and narrative to equitably and fairly allocate funding across all 44 Counties. Adhering to CARES Grant guidelines, the IDSOS published documents to highlight the six spending categories and to provide the counties a means to easily develop and submit preliminary spend plans for IDSOS review and approval.

To properly and efficiently administer the CARES Grant and ensure continuity of services, the IDSOS designated a primary Grant Lead to collaborate and coordinate all efforts with the IDSOS Finance Director. This action ensured timely and accurate dissemination of information, quick resolution of issues, and processing of county-level grant submissions in an organized, efficient, and timely manner.

To ensure strategic plan transparency and complete understanding of CARES Grant at the county level, the IDSOS Office executed quarterly In Progress Reviews (IPRs) with County Clerks and their election staff.

During the semi-annual Idaho County Clerks and Records Conference, the IDSOS presented an update on the CARES Grant, reiterated funding guidelines, and fielded questions on its administration. In coordination with the Idaho Association of Clerks (IAC), prominent elections equipment vendors presented demonstrations of IDSOS-approved voting solutions to improve security and enhance voting processes during the pandemic.

To ensure understanding, compliance, and proper documentation of county-level CARES grant expenditures and reimbursement submissions, the Deputy Secretary of State and the Grant Lead planned and executed a state-wide county-level face-to-face engagement plan; over a 90-day period, the IDSOS visited all 44 counties. Site visits proved extremely valuable as they afforded county officials the opportunity to discuss in detail their CARES spend plans, show progress toward accomplishing CARES spending objectives, and solicit recommendations to improve election processes through remaining CARES funding.

Following CARES Grant guidelines, the IDSOS Finance Director developed and maintained clear documentation to collect, annotate, and monitor county-level expenditures and reimbursement submissions.

To ensure total expenditure of allocated Federal funds under the CARES Act, the IDSOS Finance Director held monthly and, during the last 60 days of the calendar year, weekly IPRs with the Secretary of State, Deputy Secretary of State, and the Grant Lead. The objective of these periodic reviews was to ensure CARES Grant guideline compliance and to provide the Secretary of State and other Idaho State Executive leadership with situational awareness on efforts working toward Grant completion. In the case of counties not being able to expend 100 percent of allocated funds, the IDSOS Finance Director reallocated those funds in accordance with Secretary of State guidance.

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.

March: Governor Little issued a proclamation in late March to conduct the May Presidential Primary by absentee ballot only. This proclamation presented the need for the IDSOS to quickly develop a web-based application for voters to easily submit their absentee ballot requests. In a normal election, voters could only request an absentee ballot by mail. The web-based application afforded registered voters the means to request an absentee ballot via the website. To accommodate non-registered voters, the web-based application provided instructions on the registration process. To effectively communicate changes to the voting process affected by the pandemic, the IDSOS launched a comprehensive information campaign that included an interactive social media platform, hard-copy informational products mailed to all registered voters, dedicated phone-in service, and public service announcements utilizing prominent local media platforms.

March – November: According to our original request letter, the IDSOS CARES Grant plan consisted of providing counties information, support, and funding to ensure a successful election cycle impacted by the higher volume of absentee ballot requests and subsequent processing. Counties used awarded funds to initiate equipment purchases such as letter openers, scanners, printers, folding & sorting machines, laptops, and voting machines. The IDSOS also permitted counties to utilize funds associated with the increased costs of printing and mailing of absentee ballots and hiring temporary staff and paying overtime to county officials supporting the election. Many Idaho counties allocated portions of their CARES Grant funding for

the purchase of Personal Protective Equipment (PPE). PPE items included expendables in the form of masks, hand sanitizer, and disinfectants, etc. Additional non-expendable PPE items included partitions and associated signage to control on-site voting processes.

June – September: The Deputy Secretary of State and Grant Lead conducted county site visits to review grant spend plans, discuss projected or potential projects within grant scope and guidelines, and provide recommendations on implementing elections-related improvements. Site visits proved extremely valuable as information sharing across counties enabled county officials to make informed decisions on voting equipment options to increase election integrity and public health safety throughout the election cycle impacted by the COVID-19 pandemic.

August: The major U.S. elections equipment suppliers attended the semi-annual Idaho County Clerks and Recorders Conference in Moscow Idaho. Equipment vendors provided demonstrations of various state-of-the-art elections voting equipment and answered equipment and voting process-related questions. Several counties requested additional information and further on-site demonstrations while other counties initiated purchase agreements.

August – October: Counties continued initiating voting-equipment purchases and refining spend plans based on a clearer understanding of actual needs. Counties that made earlier voting equipment purchases began receiving, implementing, and integrating new equipment with existing voting processes. In anticipation of projected personnel shortages, counties continued to refine their poll worker support plans. Counties that acquired new voting equipment or made significant changes to voting processes initiated training sessions to prepare election staff and volunteer workers. The IDSOS initiated an emergency election poll worker project to prepare for election-day shortages throughout Idaho. The IDSOS in partnership with Ada County Election officials, executed a one-day poll worker training workshop. The IDSOS trained 86 state employees to serve as emergency Pollworkers and deployed 52 personnel to five counties within 4 hours of receiving requests for support. Counties also utilized portions of allocated CARES funding to meet the overtime needs of staff. This practice was prevalent across the state as the surge in planning, orchestrating activities, and completing election-cycle tasks was elevated above normal election cycles.

November – December: During the post-election timeframe, many counties continued to use staff in an overtime role to complete election maintenance activities and processes.

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.

The only significant change to our original State plan was the amount awarded to the counties. Initially, the IDSOS allocated 2.4 million across 44 counties. Disbursement of allocated funds were contingent upon counties providing matching funds, which were proportionate based on size of county population. Toward the end of the reporting period, a few counties indicated they did not have a need for the funds in entirety or a portion of the funds awarded to them. As such, the actual funds expended by the counties was reduced to roughly \$2 million, with the remaining \$400,000 being spent by the State to fund additional technical support and software to expedite the increase of online absentee requests.

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

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.

During the 2020 federal election cycle, counties utilized CARES Grant required match and allocated funds to purchase 625 electronic poll books, 61 express voting machines, 179 printers/scanners, 13 folding/sorting machines, and 281 laptops/computers. Additional equipment to facilitate efficient administration of voting processes consisted of permanently affixed curb-side absentee ballot drop boxes, voting booths to ensure compliance with established pandemic public-safety guidelines, and hand-held communication devices to facilitate and control polling location activities.

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.

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.

Idaho was awarded 3.4 million in CARES funds. Of those funds, 2.4 million was made available to the counties. The funds were distributed in two ways. First, each county was allocated a base amount of \$20,000. The remaining funds were then distributed based on the county population.

Counties were able to utilize funds to purchase equipment such as electronic poll books, voting kiosks, letter openers, folding/sorting machines, laptops, ballot printers and scanners. These equipment purchases enabled the counties to provide a safe environment for all election workers and voters both within the election offices and on-site at all polling locations.

The 2020 election cycle saw a significant increase in absentee voting due to the pandemic. Counties utilized their funds to address the increased costs associated with printing, mailing, and processing absentee ballots. Counties were also able to use funding to assist in hiring temporary staffing and pay overtime hours needed to process the increased ballots.

19. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

Our State Match was met by December 31, 2020 by the counties. Each county was required to provide a match in order to access federal funds.

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.

No issues encountered.

Impact:

Write an assessment of how your project has impacted the problems you were trying to solve. Were there unexpected benefits? Shortfalls?

Assessment: A main problem the IDSOS needed to solve was preventing election-day inefficiencies or delays in processing of in-person voters and the higher-than-normal number of absentee ballots. The May Primary election, executed as an all-absentee ballot election, gave county officials a glimpse into the voting process efficiencies gained through automation. As an example, a handful of Idaho's most populated counties used all or the majority of available CARES Grant funding to increase voting efficiency by acquiring the newest high-speed high-volume ballot tabulators and electronic poll books to verify voter data and process individual ballots. In several cases, these counties hosted smaller, less-populated counties to witness firsthand the efficiencies gained through this type of technology.

Benefit: A secondary benefit to adopting and implementing this type of voting equipment was it supported and adhered to new public health and safety guidelines driven by the COVID-19 Pandemic. Tabulator machines reduced the number of volunteer

poll workers needed to handle the massive increase in absentee ballots quickly and efficiently. Electronic Poll Books significantly minimized time individual voters spent in voting locations while increasing their overall voter experience. Shortfall: One of the shortfalls we experienced was time. Although many counties were able to purchase and deploy electronic poll books or other voting express kiosks, we did not have the amount of time needed to ensure all counties could benefit from the same type of purchases. To ensure the integrity of Elections, our office has also put policies in place regarding the type of equipment that can be used for an election, and the vendors they can be purchased from. For some counties, the time it would take to gain approval through their local governments, place the order, obtain the equipment, and then provide the training to their employees would have put them past the November Election and the reporting time for the grant. Time beyond the 2020 Election cycle would have been a tremendous benefit to those counties who could have greatly benefited from the equipment but could not obtain it in time.

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?

Early Opening of Absentee Ballots: Due to the all-mail-in May Primary Election Executive Directive by Governor Little, the Legislature passed a temporary bill allowing county officials to open and prepare absentee ballots for counting prior to election day for the General Election. This temporary executive authorization aided county election officials and volunteer workers in preparing the large number of ballots received for tabulating on election day. Had it not been for this temporary allowance, Idaho would most likely have not had its election results completed, verified, and officially announced for several days post-election. This allowance was especially crucial in Idaho counties that did not have newer automated election equipment. As the temporary allowance proved successful and efficient in both the Primary and General elections, the Idaho Legislature in its current 2021 Legislative Session is working toward making the allowance permanent.

County Engagement Plan: The Deputy Secretary of State and the Grant Lead planned and executed a face-to-face engagement with all 44 Idaho counties to better understand election environments and challenges unique to each county. Face-to-face engagements with county clerks, election staff, and commissioners proved beneficial in reiterating grant guidelines, answering questions, and making recommendations on how best to leverage grant funds to improve election processes, procedures, and infrastructure.

In Progress Reviews: Holding periodic In Progress Reviews (IPRs) kept the lines of communication open between the IDSOS staff and county elected officials. As county-level spend plans matured and comparisons on equipment needs and purchases made between county officials, it was important to maintain open dialogue to ensure grant guideline compliance. Of note, the IDSOS has recently initiated a county-level post-election voting equipment systems survey. The objective of this survey is to determine the extent of county-level interest in upgrading from manual to electronic voting equipment should additional or partial IDSOS funding become available.

5. Expenditures

21. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$1,151,517.85	\$136,812.77
Staffing:	\$114,009.17	\$26,123.80
Security and Training:	\$15,070.00	\$7,006.66
Communications:	\$670,476.60	\$9,027.68
Supplies:	\$45,695.16	\$9,359.12
Total	\$3,415,541.13	\$680,856.00
PPE & Equipment for polling locations	\$116,880.01	\$15,526.40
Voting Equipment (ePoll Books, Voting Kiosks, etc)	\$1,301,892.34	\$476,999.57

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Kathy

Last Name

Abbott

Title

Financial Specialist

Phone Number

Email Address

Signature of Certifying Official:

Kathy Abbott

Signature of: Kathy Abbott

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.