

**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>IN20101CARES</b>				
3. Recipient Organization (Name and complete address including Zip code)  <b>Secretary Of State, Indiana</b> <b>200 W WASHINGTON ST STE 201, INDIANAPOLIS, IN 462042731</b>								
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type	7. Basis of Accounting			
				<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period (Month, Day, Year) From: <b>March 28, 2020</b>				9. Reporting Period End Date (Month, Day, Year) <b>December 31, 2020</b>				
To: <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					\$8,013,610.00			
b. Cash Disbursements					\$8,006,526.00			
c. Cash on Hand (line a minus b)					\$7,084.00			
<i>(Use lines d-o for single grant reporting)</i>								
<b>Federal Expenditures and Unobligated Balance:</b>								
d. Total Federal funds authorized					\$8,013,610.00			
e. Federal share of expenditures					\$8,006,526.00			
f. Federal share of unliquidated obligations					\$7,084.00			
g. Total Federal share (sum of lines e and f)					\$8,013,610.00			
h. Unobligated balance of Federal funds (line d minus g)					\$0.00			
<b>Recipient Share:</b>								
i. Total recipient share required					\$1,602,722.00			
j. Recipient share of expenditures					\$1,602,722.00			
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					\$6,445.13			
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)					\$6,445.13			
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
	Fixed		September 29, 2019	December 29, 2020				
	Fixed		September 29, 2020	December 29, 2020				
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  <b>Stanton, Christina</b> <b>Accounting Director</b>					c. Telephone (Area code, number, and extension)			
					d. Email Address			
b. Signature of Authorized Certifying Official  <b>Stanton, Christina</b>					e. Date Report Submitted (Month, Day, Year)  <b>April 8, 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/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

**FEDERAL FINANCIAL REPORT**

(Additional Page)

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Federal Agency & Organization : ELECTION ASSISTANCE COMMISSION

Federal Grant ID : IN20101CARES

Recipient Organization : Secretary Of State, Indiana  
200 W WASHINGTON ST STE 201, INDIANAPOLIS, IN462042731 :

DUNS Number :

DUNS Status when Certified :

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

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**Federal Agency Review**

Reviewer Name :  
Phone # :  
Email :  
Review Date :  
Review Comments :

# EAC Progress Report

## 1. Login

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## 3. EAC Progress Report

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### 1. State or Territory:

Indiana

### 2. Grant Number:

IN20101CARES

### 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

### 9. Recipient Organization:

#### Organization Name

Indiana Secretary Of State

#### Street Address

200 W WASHINGTON ST

**City**

INDIANAPOLIS

**State**

IN

**Zip**

46204

## 4. Progress and Narrative

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### 10. CARES Grant Specific:

**Describe in detail how you used the funds to address the pandemic and explain how you implemented the approved grant activities.**

In response to the COVID-19 pandemic, Indiana was awarded \$8,013,610 in CARES funds. Consistent with the grant's spirit, it was Indiana's goal to address potential coronavirus threats by minimizing direct contact among Hoosier voters and election staff, educating poll workers on sanitation best practices, ensuring polling locations were supplied with the necessary personal protective equipment (PPE), and ensuring counties were reimbursed for unforeseen expenses associated with the Primary and General Election, all while maintaining the highest standard of election security and integrity.

### 11. Describe the major issues you faced in dealing with the pandemic and how you addressed or resolved those issues.

With several changes to Indiana's routine election procedures and various election modifications highlighted across the country, it was imperative to maintain voter confidence and ensure Hoosiers had pertinent election information. In total, \$2,300,000 of CARES funds were put towards voter outreach. During the Primary Election, Indiana supplemented and repurposed our existing outreach with \$1,300,000 in CARES funds to ensure voters were aware of the changes surrounding the Primary Election, including new protective procedures and amended deadlines. Additionally, postcard mailers were sent to voters encouraging them to volunteer as poll workers. This ensured that each county polling location was adequately staffed. Leading up to the General Election, Indiana supplemented our existing outreach with \$1,000,000 in CARES funds for poll worker recruitment, election announcements, and to ensure voters were aware of the changes surrounding the General Election, including new protective procedures.

We are proud to say that despite the unprecedented circumstances, Indiana conducted both a successful Primary and General Election. With shelter-in-place orders beginning in March and cases of COVID-19 spiking in the spring, Indiana came to a bi-partisan agreement to delay the Primary Election one month and suspend absentee by-mail restrictions, among other voting accommodations. Indiana determined delaying the date of the Primary Election was the safest course of action, while providing Hoosiers the opportunity to vote and maintaining the highest standard of election security. However, this adjustment, along with securing the necessary PPE, presented significant obstacles.

The rapid, widespread development of COVID-19 and the needs of critical health care workers severely limited the availability of PPE through customary distribution channels. Furthermore, there were no individual manufacturers or distributors that could provide all the various types of PPE and quantities. In response, Indiana developed new and alternative supply channels that did not disrupt supply chains for critical health care and essential workers. Given the lack of historical experience and data, determining the appropriate types of PPE and needed quantities presented a unique challenge. Indiana had to procure enough PPE to protect polling places and central count locations, while ensuring the disinfectant solutions were safe to use on current voting equipment. This required Indiana to develop and establish a consensus among voting equipment vendors on a "universal" cleaning and disinfecting solution that could be safely used across the spectrum of voting systems.

After navigating through the obstacles to conduct a successfully Primary Election, Indiana invested the summer and fall preparing for the General Election. In a time of unknowns and anxiety, it was our goal to conduct a routine, traditional General Election and strive to promote a sense of normalcy for Hoosier voters. In doing so, this presented a unique set of obstacles as we navigated through the COVID-19 landscape to carry out a "normal" election in abnormal conditions.

Of the many obstacles we faced, one of the most significant was securing the necessary PPE. In order to carry out a traditional election with 28 days of in-person voting, the amount of PPE required for the General Election was much more significant than that required for the Primary Election. Indiana had to procure enough PPE to protect all polling places and central count locations, while ensuring the disinfectant solutions were safe to use on current voting equipment. The rapid, widespread development of COVID-19 and the needs of critical health care workers severely limited the availability of PPE through customary distribution channels. Furthermore, there were no individual manufacturers or distributors that could provide all the various types of PPE and quantities. In response, Indiana developed new and alternative supply channels that did not disrupt supply chains for critical health care and essential workers. Additionally, Indiana had to calculate the required amounts of PPE counties needed for the General Election and evaluate how much PPE was remaining after the Primary Election. We were forced to refine our original PPE calculations in order to provide initial and supplemental PPE to all counties.

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

As of the date of this report and to close out this reporting period, over \$8,002,000 in CARES dollars was been spent during the last calendar year. In total, \$3,021,940 went towards securing PPE for Indiana's 92 counties to use in the Primary and General Elections. With assistance from the Indiana National Guard, PPE was distributed to all counties before in-person early voting began and was stocked at every polling location throughout the state. For the Primary and General Elections combined, Indiana purchased 15,000 gallons of hand sanitizer with 2,700 refillable dispenser bottles, 3,100,000 pairs of disposable gloves, 1,313,000 ear loop facemasks for staff and voters, 4,300 sneeze guards, 25,550 face shields, 150,000 microfiber disinfectant cloths, and 20,000 spray bottles for voting machine sanitation. Additionally, over 50,000 CDC guideline posters and 40,000 social distance markers were distributed to each county in order to keep staff mindful and vigilant.

In an effort to accommodate unexpected expenses incurred in response to COVID-19, CARES funds were made available to Indiana counties through two reimbursement grants. The first grant reimbursed counties for costs associated with the Primary Election. These funds were awarded to counties on September 15, 2020. The second grant reimbursed counties for costs associated with the General Election. These funds were awarded to counties on December 16, 2020. County reimbursement data will be included on Indiana's final financial report to the EAC. Additionally, we have already begun working towards our 20% state match requirement and are happy to provide a state match summary upon request.

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**14. Describe any significant changes to your program during the project, including changes to your original State Plan/Program Narrative or favorable developments that improved program efficiency and/or service delivery.**

**Otherwise enter N/A.**

Indiana supplemented and repurposed our existing Primary Election voter outreach with \$1,300,000 in CARES funds to ensure voters were aware of the changes surrounding the Primary Election, including new protective procedures and amended deadlines. Additionally, postcard mailers were sent to voters encouraging them to volunteer as poll workers. This

ensured that each county polling location was adequately staffed.

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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 applicable. Address each issue separately and describe whether and how the issues were resolved. Also, briefly discuss the implications of any unresolved issues or concerns.**

**Otherwise enter N/A.**

The rapid, widespread development of COVID-19 and the needs of critical health care workers severely limited the availability of PPE through customary distribution channels. Furthermore, there were no individual manufacturers or distributors that could provide all the various types of PPE and quantities. In response, Indiana developed new and alternative supply channels that did not disrupt supply chains for critical health care and essential workers. Given the lack of historical experience and data, determining the appropriate types of PPE and needed quantities presented a unique challenge. Indiana had to procure enough PPE to protect polling places and central count locations, while ensuring the disinfectant solutions were safe to use on current voting equipment. This required Indiana to develop and establish a consensus among voting equipment vendors on a "universal" cleaning and disinfecting solution that could be safely used across the spectrum of voting systems.

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**17. Provide a description of any security training conducted.**

**Otherwise enter N/A.**

To promote election and cybersecurity, we reimbursed select counties for cybersecurity system deployment and installation. This ensured that election systems were secure and not threatened despite changes to traditional election procedures, such as no-excuse absentee voting implementation and delaying the Primary Election.

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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.**

In an effort to accommodate unexpected expenses incurred in response to COVID-19, CARES funds were made available to Indiana counties through two reimbursement grants. The first grant reimbursed counties for costs associated with the Primary Election. These funds were awarded to counties on September 15, 2020. The second grant reimbursed counties for costs associated with the General Election. These funds were awarded to counties on December 16, 2020.

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

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

**Otherwise enter - match not required.**

In 2019, Indiana was appropriated \$10,000,000 by the Indiana General Assembly for election security, which we have used toward our state match requirements. Additionally, to meet this state match, Indiana incurred costs associated a comprehensive cybersecurity program deployment as well as the purchase of new voter verifiable paper trail equipment.

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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 N/A.

No articles of voting equipment purchased during this period

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## 5. Expenditures

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

#### CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$2,273,900.10	\$555,428.87
Staffing:	\$0.00	
Security and Training:	\$6,967.93	\$1,044,488.13
Communications:	\$2,643,597.54	\$2,805.00
Supplies:	\$3,057,803.04	
Total	\$8,013,610.00	\$1,602,722.00
PPE Calculator	\$19,485.00	
Enterprise Rental for PPE Distribution	\$11,856.29	

OMB CONTROL NUMBER: 3265-0020

## 6. Certification

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

**First Name**

Mackenzie

**Last Name**

Nicol

**Title**

Executive Assistant

**Phone Number**

**Email Address**

Signature of Certifying Official:



Signature of: Mackenzie Nicol



## 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.**