

**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>KY20101CARES</b>			
3. Recipient Organization (Name and complete address including Zip code)  <b>ELECTIONS, KENTUCKY STATE BOARD OF 140 WALNUT ST, FRANKFORT, KY 406013240</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				\$6,090,061.00			
b. Cash Disbursements				\$5,979,581.61			
c. Cash on Hand (line a minus b)				\$110,479.39			
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized				\$6,090,061.00			
e. Federal share of expenditures				\$5,979,581.61			
f. Federal share of unliquidated obligations				\$0.00			
g. Total Federal share (sum of lines e and f)				\$5,979,581.61			
h. Unobligated balance of Federal funds (line d minus g)				\$110,479.39			
<b>Recipient Share:</b>							
i. Total recipient share required				\$1,218,012.00			
j. Recipient share of expenditures				\$1,086,081.94			
k. Remaining recipient share to be provided (line i minus j)				\$131,930.06			
<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
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  <b>Sellers, Karen Assistant Director</b>					c. Telephone (Area code, number, and extension)		
b. Signature of Authorized Certifying Official  <b>Sellers, Karen</b>					d. Email Address		
e. Date Report Submitted (Month, Day, Year)  <b>February 26, 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 : KY20101CARES

Recipient Organization : ELECTIONS, KENTUCKY STATE BOARD OF  
140 WALNUT ST, FRANKFORT, KY 406013240

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : State interest earned: \$0.00  
State interest expended: \$0.00  
Program income earned total: \$0.00  
Program income earned breakdown: \$0.00  
Program income expended: \$0.00

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# EAC Progress Report

Response ID:53 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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### reCAPTCHA

reCAPTCHA answered

## 3. EAC Progress Report

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### 1. State or Territory:

Kentucky

### 2. Grant Number:

KY20101CARES

### 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

Kentucky State Board Of Elections

**Street Address**

140 Walnut Street

**City**

Frankfort

**State**

KY

**Zip**

40601

## 4. Progress and Narrative

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### 10. CARES Grant Specific:

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

The majority of the CARES funds issued to the Kentucky State Board of Elections was distributed to each of its one hundred twenty (120) counties to help ease the financial burden of additional staffing and increased postage due to the pandemic. With the implementation of absentee ballots, voter population grew, creating priorities for each county to follow safety protocols while processing unprecedented numbers of ballots. To keep the safety and security of the staff and the voters, the State Board of Elections allocated funds for additional staffing to each county during both the Primary and General Elections. In an effort to make the voting process consistent across the state, many voting equipment upgrades were put into place to streamline the system. Secure ballot boxes were purchased for each of the counties in an effort to increase the security of absentee ballot drop offs. Postage increased throughout the counties due to the high number of absentee ballots. In another effort to alleviate financial stress in the counties, the printing of additional ballots and activation cards was paid with CARES funding.

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

The major issue that we faced during the pandemic was maintaining the integrity and safety of the voting processes. During the 2020 Primary, Kentucky enacted absentee voting to decrease the spread of COVID-19 and offered voters an alternative to in-person voting. To enact this process, the counties and the State Board of Elections had to implement emergency measures and funding to make this possible. During the General Election, although absentee voting was lower than the Primary, new in-person options were implemented, requiring a different set of safety and security needs. Higher in-person voting totals increased the need for additional staffing. Many County Clerk's offices were impacted directly by COVID-19 and required more safety protocols and staffing to follow the CDC guidelines. The Agency had to quickly develop processes to ensure that each county could receive necessary funding in a structured way.

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

The majority of the funding from the CARES grant was passed through the Kentucky State Board of Elections to the one hundred twenty (120) counties within the Commonwealth for additional staffing and postage. Other one-time-use products, for sanitation purposes, were purchased directly by the State Board of Elections. Requests for postage reimbursement were sent to and analyzed by the State Board of Elections before funding was issued to the counties. Voter outreach in the form of direct mailings were absorbed by the Agency. Streamlining a paper ballot system required using CARES funding to provide some counties with voting equipment hardware and software that was paid for by the Agency.

**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.**

Additional Staffing to Counties - \$2,819,106.16

To follow CDC guideline for processing high totals of absentee ballots, early in-person voting, and Election Day voting the State Board of Elections provided each county with funding based on voter population. This funding was allocated to be used to acquire additional staffing. Over-time incurred by the staff for the purpose of processing absentee ballots was included in this allocation.

Postage for Primary - \$1,580,756.51

As the availability of absentee voting was implemented, all the counties in the Commonwealth saw a drastic increase in postage. Counties requiring financial assistance with this expense submitted a request to the State Board of Elections and were reimbursed based on criteria set by the Agency. This process was established to create a fair and consistent way to help each county equally.

Secure Ballot Boxes for Primary Election - \$255,230.40

During the Primary Election, as the availability of absentee ballots increased, the State Board of Elections purchased secure ballot boxes for each county. These boxes enabled the voters a safe non-contact option to drop off their ballot. The number of ballot boxes per county were determined by voter population.

One-Use Ink Pens - \$20,200.00

During the Primary Election, one-time use ink pens were purchase by the State Board of Elections and distributed to each county for Election Day voting. The pens became a necessity as the counties of the Commonwealth converted to a paper ballot system. These items help decrease the spread of COVID-19 by preventing cross contamination.

Cradle Point Hardware - \$19,040.00

During the Primary Election, 70 cradle point devices were purchased from Step CG, LLC to be distributed to counties.

Travel for Executive Staff - \$1,137.46

During the Primary Election there was a high increase in absentee ballots. The urgency of this voting option resulted in more travel from the Executive Staff to be able to assist counties with the newly implemented processing procedures.

IT Contractor Over-Time - \$65, 292.40

The launch of the Absentee Ballot Portal required over time from the IT development staff.

Absentee Ballot Envelopes, Ballots and Activation Cards - \$93,861.98

With the increase in absentee ballots and the conversion to paper ballots, the State Board of Elections helped the counties of the Commonwealth with the purchase of absentee ballot envelopes, ballots and activation cards.

Voting Equipment - \$1,121,359.10

The State Board of Elections assisted some counties with the purchase of voting equipment to streamline the Commonwealth to an all paper ballot system. These hardware and software upgrades were determined by the need of the county during the Primary Election. A list of equipment is provided below. Equipment was purchased from Harp Enterprises and Election Systems & Software LLC.

Ethernet Switches and Hard Drives - \$3,597.60

With the overwhelming use of the Voter Registration System ("VRS") when the absentee ballot portal was implemented, more storage and Ethernet switches were needed.

All expenses were incurred due to the urgency of the pandemic and the time of the Election for which they were purchased or distributed. All pertained to safety and security of the voters and the election staff.

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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.**

No significant changes during this period.

**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.**

\$305,171.10

27 each of the following -

Verity scan bundle, ballot box base, verity touch writer bundle

8 – 6-Bay Battery Charger

124 - Verity drives

32 - Verity Keys

\$816,188.00

55 each of the following:

Model DS200 Scanner with Internal Backup Battery

78 S- Standard 4GB Memory device

1 - Model DS450 High Speed Digital Image Scanner

1 - Ballot Jogger

1 - Standard 8GB Memory Device

52 - Express Vote BMD Terminal

52 - Soft-Sided Carrying Case

21 - ElectionWare Software (Reporting Only)

55 - Associated Equipment Installation

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

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

The vendor provided equipment operations training day, software training day, and coding training to implement the new equipment with the counties that received it.

**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.**

The counties of the Commonwealth were provided CARES Act funding passed through the State Board of Elections for additional staffing during the Primary Election. The major increase in absentee ballot requests called for a higher need in staffing to process and mail out those ballots. To follow CDC guidelines in-person voting during early and Election Day voting required additional staff as well. This funding, at the discretion of the county, could use this funding to provide PPE for the staffing that was acquired.

In relation to this increase in absentee ballots, the counties incurred an increase in postage to mail out these ballots.

Reimbursement was sent to them passed through the State Board of Elections to help cover these unexpected expenses.

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

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

**Otherwise enter - match not required.**

Kentucky has currently spent \$5,974,010.63 of the Federal portion of the CARES Act funding that was awarded to the agency. This would be a total of \$1,194,802.13 required as 20% of the Federal funding. To date, the Agency has expended \$1,086,081.94 to meet the required state match requirements. The Agency has two invoices for the printing of absentee ballot envelopes that will be paid, totaling \$70,723.77. The Agency currently owes \$108,720.19. Once the invoices have been paid it will change the amount owed to \$37,996.48. The Agency anticipated to have that State Match using either General or Restricted 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.

**21. Upcoming Activities:**

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

The Agency allocated funding to the counties of the Commonwealth but many of them did not completely expend their funds. The counties are returning these funds to the State Board of Elections so that the Agency can credit the grant without booking it as revenue. As those continue to be received this may change our Federal and state match owed. The Agency has put a deadline of April 2, 2021 for all funds to be received. The State Board of Elections will process these credit as they come in and anticipate having all credit received to reflect on the April report.

**5. Expenditures**

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

**CARES COST CATEGORIES**

	Federal	Match
Voting Processes:	\$1,470,451.48	\$0.00
Staffing:	\$2,884,398.56	\$466,241.28
Security and Training:	\$4,735.00	
Communications:	\$1,580,756.51	\$540,739.66
Supplies:	\$39,240.00	\$79,101.00
Total	\$5,979,581.55	\$1,086,081.94

## 6. Certification

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

**First Name**

Rachel

**Last Name**

Poynter

**Title**

Executive Staff Advisor

**Phone Number**

**Email Address**

Signature of Certifying Official:



Signature of: Rachel Poynter

## 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.