

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) MD20101CARES			
3. Recipient Organization (Name and complete address including Zip code) MARYLAND STATE BOARD OF ELECTIONS 151 WEST ST STE 200, ANNAPOLIS, MD 214012852							
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 type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period (Month, Day, Year) From: March 28, 2020				9. Reporting Period End Date (Month, Day, Year) December 31, 2020			
To: 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					\$7,452,501.00		
b. Cash Disbursements					\$7,452,501.00		
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					\$7,452,501.00		
e. Federal share of expenditures					\$7,452,501.00		
f. Federal share of unliquidated obligations					\$0.00		
g. Total Federal share (sum of lines e and f)					\$7,452,501.00		
h. Unobligated balance of Federal funds (line d minus g)					\$0.00		
Recipient Share:							
i. Total recipient share required					\$1,490,500.00		
j. Recipient share of expenditures					\$1,490,911.15		
k. Remaining recipient share to be provided (line i minus j)					\$0.00		
Program Income:							
l. Total Federal share of program income earned					\$2,677.00		
m. Program income expended in accordance with the deduction alternative					\$0.00		
n. Program income expended in accordance with the addition alternative					\$2,677.00		
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 current 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 Holland, Shelly Director of Budget & Finance				c. Telephone (Area code, number, and extension)			
b. Signature of Authorized Certifying Official Holland, Shelly				d. Email Address			
e. Date Report Submitted (Month, Day, Year) April 7, 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 : MD20101CARES

Recipient Organization : MARYLAND STATE BOARD OF ELECTIONS
151 WEST ST STE 200, ANNAPOLIS, MD214012852 :

DUNS Number :

DUNS Status when Certified :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : State current interest earned: \$0.00
State current interest expended: \$0.00
Program current income earned total: \$0.00
Program current income earned breakdown: N/A
Program current income expended: \$0.00

Federal Agency Review

Reviewer Name

Phone #

Email

Review Date

Review Comments :

EAC Progress Report

1. Login

3. EAC Progress Report

1. State or Territory:

Maryland

2. Grant Number:

MD20101CARES

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

Maryland State Board Of Elections

Street Address

151 West Street, 2nd Floor

City

Annapolis

State

MD

Zip

21401

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.

Maryland used the CARES Act Grant for the 2020 Presidential Primary & General Elections and Congressional District 7 General Election. The elections was vote by mail and in person voting with vote centers in each jurisdiction. The majority of the CARES Act Grant was spent for the Congressional District 7 Special General Election and the 2020 Presidential Primary Election. The CARES Act Grant was used for the postage to mail the ballot packets that were delivered to registered voters, ballot drop boxes, high speed scanners, automatic letter openers and personal protective equipment supplies. Maryland provided a statewide public relation voter outreach campaign to explain the vote by mail process, drop boxes and the vote centers. The CARES Act Grant was also used to purchase laptops for employees that were required to work remotely. The purchase of the laptops ensured that staff is using updated technology and software when accessing sensitive data on the networks. The Governor's Executive Order mandated that State Employees work remotely; however, several employees were required to travel to the office to maintain certain essential operations. The state match was used for travel reimbursement to essential staff, transportation cost to deliver the ballot drop boxes to the vote centers and other locations statewide, supplies and a portion of the cost for the vote by mail processing and postage.

Overall, Maryland Elections were successful. The Federal Funds were beneficial to ensure that the State Board and Local Boards of Elections were able to administer democratic elections in the manner that inspires public confidence and trust.

10. CARES Grant Specific:**Describe how you used the funds to address the pandemic.**

Voting Processes: including additional costs for printing and mailing ballots, ballot tracking software, high speed scanners and letter opening equipment, drop boxes, hardware and software associated with signature comparison of returned ballots

Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks, hand sanitizer, gloves

Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures

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

Maryland had several challenges with the transition to a statewide vote by mail with vote centers during a global pandemic.

Procuring drop boxes – selecting a vendor, boxes specification to meet MD requirements

PPE Supplies – mask & hand sanitizer shortage and/or delivery delays

Staff – working remotely

Communication – educating the voters

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

The State of Maryland was in a state of emergency during the preparation of the Congressional 7th District Special General Election, Presidential Primary Election and Presidential General Election. Maryland was able to implement the approved grant activities through the purchase of additional supplies and equipment to ensure the success of the elections.

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 2020 - State of emergency was declared and election staff began working remotely.

April 2020 - HAVA CARES was used to purchase laptops for staff.

April 2020 Congressional District 7 Special General Election - HAVA CARES funds were used to purchase personal protective equipment (PPE), cleaning supplies, drop boxes, vote by mail ballots and provided voter education through several media sources.

June 2020 Presidential Primary - HAVA CARES funds were used to purchase personal protective equipment (PPE), cleaning supplies, additional drop boxes, security devices to ensure social distancing, vote by mail ballots, postage and live streaming equipment.

November 2020 Presidential General Election- HAVA CARES funds were used to purchase cleaning kits for the touch screen voting equipment and other cleaning supplies.

The majority of the HAVA CARE funds were used to safely administer the Congressional District 7 Special General Election in April 2020 and the Presidential Primary Election in June 2020. The remaining funds were used for special cleaning supplies for the voting equipment for the Presidential General Election in November 2020.

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.

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.

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.

N/A

19. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

Voting Processing - match was used for pre-paid postage for the vote by mail ballots for the Presidential Primary and Congressional 7th District General Election. Due to the increase number of mail in ballots, the match was used to rent additional high speed scanners.

Drop Boxes - Maryland purchased drop boxes to be used throughout the state as a method to receive voted ballots. The match was used to transport and pick up the drop boxes at various locations for the Presidential Primary Election.

Staff - The match was use to reimburse essential personnel for their travel to the office during the state of emergency.

Canvassing - The match was used to provide live streaming services during canvassing.

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 that were not resolved.

Impact:

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

The HAVA CARES funds allowed for Maryland to transition to a statewide vote by mail with vote centers during a pandemic.

Challenges include:
 Procuring ballot vote boxes
 PPE supplies - mask & hand sanitizer shortage and delivery delays
 Staff - working remotely
 Communication - educating voters

The HAVA CARES funds allowed Maryland to overcome those challenges to ensure a safe election for the election judges, staff and the citizens.

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?

Documentation of the processes is the best suggest that Maryland State Board of Election could offer other jurisdictions. Permanent changes to Maryland's election process has to be enacted through legislation.

5. Expenditures

21. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$5,318,893.37	\$1,333,343.48
Staffing:		\$3,101.20
Security and Training:	\$113,493.67	
Communications:	\$1,193,000.00	\$150,466.47
Supplies:	\$622,463.30	\$3,113.85
Total	\$7,455,178.00	\$1,490,500.00
Others (describe) Canvassing - live Streaming	\$73,389.16	\$475.00
Others (describe)IT Equipment	\$131,261.50	
Others (describe) Bank Fees	\$2,677.00	

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Shelly

Last Name

Holland

Title

Director of Budget & Finance

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Shelly Holland

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.