

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) MI20101CARES					
3. Recipient Organization (Name and complete address including Zip code) STATE, MICHIGAN DEPARTMENT OF 430 W ALLEGAN STREET, LANSING, MI 489331592									
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						\$11,299,561.00			
b. Cash Disbursements						\$11,299,561.00			
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						\$11,299,561.00			
e. Federal share of expenditures						\$11,299,561.00			
f. Federal share of unliquidated obligations						\$0.00			
g. Total Federal share (sum of lines e and f)						\$11,299,561.00			
h. Unobligated balance of Federal funds (line d minus g)						\$0.00			
Recipient Share:									
i. Total recipient share required						\$2,259,913.00			
j. Recipient share of expenditures						\$2,259,913.00			
k. Remaining recipient share to be provided (line i minus j)						\$0.00			
Program Income:									
l. Total Federal share of program income earned						\$14,675.75			
m. Program income expended in accordance with the deduction alternative						\$0.00			
n. Program income expended in accordance with the addition alternative						\$14,675.75			
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	13.86	March 28, 2020	September 30, 2020	\$10,691,118.25	\$1,481,788.99	\$1,104,680.60		
	Fixed	13.6	October 1, 2020	December 31, 2020	\$37,177.00	\$5,056.07	\$5,056.07		
g. Totals:					\$10,728,295.25	\$1,486,845.06	\$1,109,736.67		
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 Paradine, Cindy Financial Services Director					c. Telephone (Area code, number, and extension) d. Email Address				
b. Signature of Authorized Certifying Official Paradine, Cindy					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 : MI20101CARES

Recipient Organization : STATE, MICHIGAN DEPARTMENT OF
430 W ALLEGAN STREET, LANSING, MI 489331592

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Report Certified/Pending 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

Federal Agency Review

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

EAC Progress Report

Response ID:194 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

3. EAC Progress Report

1. State or Territory:

Michigan

2. Grant Number:

MI20101CARES-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

Office Of The Secretary Of State

Street Address

430 W Allegan Street

City

Lansing

State

MI

Zip

48918

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.

The COVID-19 pandemic required substantial changes and investment to ensure that Michigan could conduct elections safely in 2020. Efforts to facilitate voting during the pandemic included encouraging and facilitating a larger number of voters casting ballots by mail (from under 40% in prior elections to approximately 70% in November), to reduce crowding in polling places; providing voters and election officials more tools to account for the increased reliance on voting by mail or otherwise before election day; and providing equipment and resources to conduct elections safely during the pandemic (PPE). Working with local election officials, the Michigan Department of State conducted the following activities to conduct federal elections safely during the pandemic: ensured all voters were mailed an application for an absentee ballot for the August and November federal elections prior to the August election and mailed a second postcard with information about how to vote absentee to those who had not applied for a ballot prior to November; improved the design of absent voter ballot envelopes to improve the speed and efficiency of mail delivery of absent voter ballot envelopes and facilitate mail tracking of ballot envelopes; funded a portion of the purchase of additional tabulators and high-speed ballot scanners to allow ballots to be counted more quickly and reduce the amount of time election workers had to be in the same room processing ballots; purchased absent voter ballot drop boxes for local jurisdictions; purchased and reimbursed the purchase of PPE, high-speed letter openers, envelope folders, mailing equipment, and other equipment to handle mail ballots, reimbursed return postage on absent voter ballots, distributed PPE to election jurisdictions; established additional online options to apply for an absent voter ballot online, apply for an receive an accessible ballot for voters with disabilities electronically; find absent voter ballot drop boxes and hours to return absent voter ballots early online; training and communications updates for conducting elections safely during a pandemic (incorporating public health guidance), and public education on how voters can cast ballots by mail. Collectively these efforts were successful in supporting local election officials in conducting the election safely by shifting the majority of voting to by mail - 70 percent instead of 40 percent - which led to very few long lines or crowding on election day and few reported instances of COVID exposure related to voting on election day. Training and equipment also allowed all ballots to be counted within 1-2 days after election day; without interventions the time it would have taken to count all ballots would have been significantly longer.

10. CARES Grant Specific:

Describe how you used the funds to address the pandemic.

CARES funding was used to fund postcards to voters who had not yet applied for an absent voter ballot prior to the November election; provide matching funds for local jurisdictions to purchase ballot tabulators and high-speed scanners; implement an accessible absent voter ballot that voters with disabilities could receive and complete electronically, print and return; purchase and reimburse purchase of absent voter ballots, envelopes, applications, ballot drop boxes, automatic letter openers and other equipment to account for increased voting by mail, and PPE.

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

Preparation for presidential elections is typically a multi-year process. The emergence of the pandemic in March in Michigan meant that election preparation had to be substantially changed in a matter of months. Numerous election procedures had to be introduced or adjusted and training needed to be adjusted for more than 1,500 local election officials and thousands of poll workers. The inability to meet in person made training and communication on new procedures more challenging. There was little time to prepare to conduct elections safely amidst evolving guidance and understanding of steps needed to conduct elections safely during a worsening pandemic. Election administration is not set up to handle social distancing easily, with many election functions typically require a large number of individuals to work in close proximity with one another and polling places frequently being closed, crowded spaces. Many voters and election workers are elderly or otherwise especially vulnerable to COVID-19. The pandemic also caused staff and budget shortfalls making it more difficult to find resources to support elections at the local level. Supply chain and availability issues affecting vendors across a broad range of industries meant that requested or needed equipment was sometimes unavailable (high-speed tabulators could not be shipped to all who wanted them) or significantly delayed (as was the case with high-speed letter openers and ballot drop boxes).

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

The first case of COVID-19 was reported in Michigan on March 10, the night of the presidential primaries. The state immediately began taking steps to prepare to conduct elections safely amidst the pandemic beginning with local elections that were conducted in May entirely by mail. Based on this experience and other planning the state began sending and funding a high volume of absent voter ballot application and educational mailings in the spring, at the same time the state funded improved absent voter ballot envelopes and ordered local jurisdictions supplies, along with sending them PPE, to conduct the August primary. The state expanded on these activities for the November election with additional grant and reimbursement programs. The state also expanded the ability to apply for absent voter ballots electronically and, in the case of voters with disabilities, complete the ballots electronically and return them. Depending on the type of grant activities the state either directly purchased materials for local jurisdictions, created cost-share programs in which the state and local jurisdictions would each pay a portion of the cost, or reimbursed local jurisdictions for the cost of purchases.

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.

In May and June (prior to the August primary) and then in August and September (prior to the November General), the state made purchases of improved absent voter ballot envelopes. During these same windows prior to the August and November elections the state made available cost-share funding to purchase additional high speed scanners and other tabulators. In August (prior to the November election), the state designed and paid for the mailing of postcards to voters who had not yet applied for an absent voter ballot. In September and October, the state funded a public education campaign for voters on how to cast ballots by mail. In August, the state made available funding to reimburse the purchase of materials needed to conduct elections safely during the pandemic. Also in August, the state made available an accessible absent voter ballot that voters with disabilities could apply for, receive, and complete electronically. These activities conformed to state plans to conduct the election safely during the pandemic by increasing the number of individuals who voted by mail or without visiting a polling place on election day. This reduced crowding and the potential for spreading disease. These activities also allowed election officials to respond to the increased volume of voting by mail to run elections safely and securely with additional equipment needed to process the change from a primarily in-person election to a primarily mail election. The reimbursement of PPE also provided direct protection to voters and election officials engaging in voting and election activities during the pandemic.

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.

Limitation on supply availability affected the amount of money that was ultimately spent on certain supplies; for example, it is possible that the state would have spent more money on high speed ballot scanners if more had been available from vendors. The state did not need to purchase as much PPE as anticipated because of donated PPE that could be distributed to local jurisdictions and because the state was able to manufacture its own PPE and safety materials, such as plexiglass shields and social distancing decals. Additionally some programs and supplies were purchased through HAVA security funding rather than CARES funding depending on timeline and availability of resources.

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.

Donation of PPE and ability to manufacture some items internally meant less money had to be spent on the purchase of PPE. Many local jurisdictions generated social distancing innovations that reduced the need to send supplies or other materials to some jurisdictions.

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.

The state paid a portion of the costs for locals to obtain 7 high speed, 167 standard speed tabulators and software with HAVA Cares Act funding.

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

Otherwise enter - no security training conducted during this period.

A wide array of security training was offered. The state conducted election security workshops throughout the summer focused on physical incident response, disaster preparedness, countering cyber attacks, responding to misinformation and disinformation, and conducting elections safely during the pandemic. Model emergency response plans were made available.

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.

Depending on the program funds were dispersed either by purchasing equipment for local jurisdictions, cost-share of purchases, or reimbursement. Absent voter ballot envelopes and absent voter ballot application mailings were purchased by the state but local jurisdictions could also purchase and be reimbursed for these items. Tabulators and high speed scanners were funded on a 50 percent cost share model. Postage on absent voter ballots was reimbursed. Absentee voting and PPE supplies were directly purchased for local jurisdictions in June in advance of the August election, but a second round of funding for these items was released in a reimbursement in August in advance of the November election in which jurisdictions could purchase and be reimbursed. Ballot drop boxes were purchased directly by the state but this was also a reimbursable expense.

19. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

State and local funding was used to meet the match.

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.

Although it did not result in goals not being met, supply chain issues and product availability reduced the amount of equipment that could be purchased and the timeline on which they could be purchased. Some jurisdictions that wanted high speed scanners could not purchase them because products were unavailable. Some supplies such as ballot drop boxes and high speed letter openers did not arrive in time for use during the August primary and could be used only for November. These issues were resolved by finding alternative supplies when possible; for example when some plexiglass shields could not be delivered by vendors, the department of state manufactured them and distributed them to local jurisdictions.

Impact:

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

The successful conduct of the November 2020 election in the midst of the pandemic demonstrated the durability of the election system and the adaptability of voters and election officials, as difficult as the process was. Michigan had recently amended its constitution to allow for no-reason absentee voting so some increase of absentee voting was expected, but the pandemic accelerated the pace of this greatly. However, it is likely based on the experience of other states that more and more voters would have started voting absentee in future elections even without a pandemic, so this process helped accelerate the state's preparation for this change. An additional benefit was the recruitment of additional new poll workers in light of the fact that some experienced poll workers could not work because of COVID concerns; this expanded the pool of available workers in the future. Shortfalls included the strain on the election infrastructure vendors, including voting machine vendors, ballot and ballot envelope printers, and the U.S. postal service. The strain on these systems and the competition among states for resources demonstrated that supply availability is not elastic enough to ensure resources can be delivered to all jurisdictions that need them in the event of an emergency. Redundancies are not always in place in the event this occurs.

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?

As noted above, many of the adjustments to facilitate increased voting by mail will be useful in the future when it is likely that many voters will continue to use absentee ballots. Increased engagement with vendors providing election supplies to local jurisdictions gave the state better insight into the procurement process and will allow us to better assist local jurisdictions as they make these purchases in the future. Supply lines and other methods of distributing equipment may be utilized in the future when other election equipment needs to be distributed on a non emergency basis. Funding and reimbursement procedures were streamlined which may be helpful in distributing future grants.

5. Expenditures

21. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$3,214,563.28	\$2,259,913.00
Staffing:	\$3,341.63	
Security and Training:		
Communications:	\$6,197,603.44	
Supplies:	\$1,898,728.40	
Total	\$11,314,236.75	\$2,259,913.00

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Cindy

Last Name

Paradine

Title

Financial Services Director

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Cindy Paradine

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.
