

**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>MO20101CARES</b>			
3. Recipient Organization (Name and complete address including Zip code)  <b>SECRETARY OF STATE, MISSOURI OFFICE OF THE</b> <b>600 W MAIN ST, JEFFERSON CITY, MO 651011592</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					\$7,628,763.00		
b. Cash Disbursements					\$4,030,794.18		
c. Cash on Hand (line a minus b)					\$3,597,968.82		
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized					\$7,628,763.00		
e. Federal share of expenditures					\$4,030,794.18		
f. Federal share of unliquidated obligations					\$0.00		
g. Total Federal share (sum of lines e and f)					\$4,030,794.18		
h. Unobligated balance of Federal funds (line d minus g)					\$3,597,968.82		
<b>Recipient Share:</b>							
i. Total recipient share required					\$1,525,753.00		
j. Recipient share of expenditures					\$1,525,753.00		
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					\$7,823.94		
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)					\$7,823.94		
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 (Current Year): \$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				c. Telephone (Area code, number, and extension)			
<b>Hughes, Lori</b>							
<b>Director of Fiscal, HR and Facilities</b>				d. Email Address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
<b>Hughes, Lori</b>				<b>March 11, 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 : MO20101CARES

Recipient Organization : SECRETARY OF STATE, MISSOURI OFFICE OF THE  
600 W MAIN ST, JEFFERSON CITY, MO 651011592

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Report Certified/Pending Agency Approval

Remarks : State Interest Earned (Current Year): \$0  
State Interest Expended (Current Year): \$0

Program Income Earned (Current Year) \$0  
Program Income Source: N/A  
Program Income Expended (Current Year): \$0

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**Federal Agency Review**

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

# EAC Progress Report

Response ID:151 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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## 3. EAC Progress Report

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### 1. State or Territory:

Missouri

### 2. Grant Number:

MO20101CARES

### 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:

175937234

### 8. EIN:

### 9. Recipient Organization:

#### Organization Name

Missouri Office Of The Secretary Of State

**Street Address**

600 W Main St

**City**

Jefferson City

**State**

MO

**Zip**

65101

## 4. Progress and Narrative

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**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.

For the Missouri Secretary of State (MSOS), the CARES grant was used on both a state and a local level. While the State of Missouri was able to obtain personal protection equipment (PPE) that was anticipated to be needed by all jurisdictions, the State of Missouri also recognized that each of the local jurisdictions would assess their individual jurisdictions need in order to ensure safe and secure elections for August and November.

On a state level, the MSOS was able to procure physical distancing strips, posters, face masks, hand sanitizer, and face shields. These were shared with all of the local election authorities (LEA) within the State of Missouri. The PPE and other supplies were either hand delivered by Secretary Ashcroft or were mailed out to the specific local election authorities. Missouri also advertised, through multiple different media sources, the changes that had occurred to Missouri statutes with regards to how individuals could vote during the election. Missouri already had excuse-based absentee voting and prior to the August election Missouri lawmakers added a seventh reason for absentee voting which was COVID/pandemic specific. The law changes also added a mail-in ballot for the August and November elections for any registered voter to utilize a mail-in option. Utilizing CARES money and state match money, Secretary Ashcroft did a statewide tour, stopping at several of Missouri's large and mid-sized airports, to inform the public of the voting options for the 2020 election cycle. Additionally, Secretary Ashcroft worked with several mayors across the State of Missouri and held "town-hall" like meetings to further explain the options for voting.

In addition to Secretary Ashcroft's tours, the MSOS sent a brochure to every residential household with an active, registered voter. The brochure was directed to informing the voter of the different options to vote (in-person, in-person absentee, absentee by mail, and mail-in voting), the deadlines for each of these options, and the requirements for each of these options as set forth in Missouri statute. The MSOS received a private grant to create and prepare the brochure and also to mail the brochure to millions of households throughout Missouri. While these mailers were sent out, the state of Missouri also utilized other forms of media (Facebook, Twitter, radio, and television) to inform the public of the voting options for the 2020 election cycle.

The MSOS offered subgrants to all 116 local election authorities to help them procure any additional personal protection equipment, voting equipment, office staff, communications, general supplies that would be needed because of COVID-19, or to provide security and training to their judges with regards to how to handle the elections during a pandemic.

In addition, with an increase in mail-in absentee voting and mail-in voting the MSOS also saw an increase in the expense of return postage of the ballots coming back from the voter. The MSOS pays for the Business Reply Mail Permit and as such on a state level the MSOS also paid out the postage expenses.

Overall, the MSOS approached these funds creating a positive impact by informing voters, financially assisting our LEAs, and ensuring election judge felt safe and comfortable in voting during a pandemic. Many of our local election authorities saw record voter turnout. Missouri was able to handle the changes that occurred due to the pandemic, including the increased absentee/mail-in ballots, while simultaneously having unofficial results on the night of the election as it has done for past elections. By providing the local election authorities with some of the PPE as well as subgrants the state was able to ensure that each jurisdiction was able to meet the needs of their community.

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## **10. CARES Grant Specific:**

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

The MSOS utilized the grant to purchase personal protection equipment (PPE) to distribute to each of its 116 local election authorities, which included physical distancing strips, posters, hand sanitizer, masks, and face shields. The state also utilized the grant to ship the PPE to the local election authorities.

Several changes occurred as to how Missourians could cast a ballot. A seventh, COVID related, excuse was added to the Missouri absentee ballot system, and a mail-in option, separate and distinct, was created for the 2020 election cycle. With the changes that had occurred it was necessary to educate on these changes. Secretary Ashcroft toured the state, stopping at several of the large and mid-sized airports to inform individuals of their options for voting (in-person, in-person absentee, absentee by mail, and mail-in voting), the deadlines for each of these options, and the requirements for each of these options as set forth in Missouri statute. Further, Secretary Ashcroft worked with several mayors across the State of Missouri and held "town-hall" like meetings to further explain the options for voting.

With an increase in mail-in absentee voting and mail-in voting the MSOS also saw an increase in the expense of shipping ballots to voters as well as an increase in the return postage of the ballots coming back for the voter. The MSOS pays for the Business Reply Mail and as such on a state level the MSOS also paid out the postage expenses.

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

The biggest issue that the MSOS faced in dealing with the pandemic in the election cycle was timing. Missouri starts absentee voting 6 weeks prior to an election. Missouri's primary election was August 4th, which meant that absentee voting started on June 23, 2020, and our Military and Overseas voting opening on June 19, 2020. Missouri Senate Bill 631, which implemented the 7th absentee excuse related to COVID and allowed for mail-in ballots, was signed on June 4th, which provided 2 weeks to transmit as much information to Missouri voters possible with regards to what their options for voting in the 2020 election cycle would be. This placed quite a time constraint on trying to inform individuals of the changes that would be occurring.

The other issue that Missouri faced was that there are 116 local election authorities, and no two jurisdictions had the same needs. The climate with regards to the pandemic varied from local jurisdiction to local jurisdiction.

MSOS was fortunate in being able to procure PPE and to have several local companies step up to help during our elections.

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

The MSOS's portion of expenditures were all completed prior to the November election. The changes to this reporting period that did not occur in the August or November reports was the receiving of the subgrant paperwork from the local election authorities to ensure that spent funders were spent on allowable costs.

While no two jurisdictions had the same needs, there were some consistencies in the types of expenditures that were incurred:

1. Sneeze guards or materials to build sneeze guards to use at polling locations and/or the LEAs offices;
2. Postage for sending out absentee and mail-in ballots, due to the addition of the 7th COVID excuse for absentee ballots and the addition of mail-in ballots all LEAs saw an increase in the amount of ballots they were having to mail to the voters;
3. Additional ballot boxes due to the increase in absentee voting at their central voting location (most often the LEAs office) or additional voting machines to help with social distancing for the polls;
4. Poll pads to reduce the amount of paper that an individual would have to come in contact with;
5. Stylus pens so that each individual had their own stylus to sign the poll pads with an pen to fill in their ballots;

6. Cleaning materials for their polling locations as well as their offices, including having to purchase additional hand soap and paper towels;
7. Storage materials to hold all of the new supplies necessary;
8. Cleaning of the polling locations or having to pay extra for the polling locations due to the cleaning the owners of said polling locations were going to incur, as well as extra costs for polling locations due to not being able to utilize some of the normal locations;
9. Replacement of different electronics due to the necessary cleaning;
10. Costs to have the vendors who the LEAs purchased their voting equipment from come out to show election judges/poll workers how to properly clean the machines to reduce potential damage to the machines;
11. The cost of IT and additional equipment to work from home due to COVID while still running an election;
12. An increase in the election judge/poll worker's wages;
13. The acquisition of part time or temporary help, or the increase in overtime for regular office staff, due to an increase in absentee/mail-in ballots;
14. Additional costs in advertising to inform the public of absentee voting, the steps the LEA was taking to ensure the safety at the polls, and for bids on COVID related costs such as obtaining sneeze guards;
15. An increase in the normal amount of ballots that they would otherwise order due to the addition of the 7th COVID excuse for absentee ballots and the addition of mail-in ballots separate from absentee ballots;
16. Additional ballot envelopes, including those that specifically had the information for COVID-19; and
17. Automatic letter openers to handle the increased volume of absentee and mail-in ballots.

Not all LEA purchased all of the above, however, these are expenses from the majority of the LEAs. One of the largest impacts that we saw for each of the LEAs was the increased need for ballots compared to prior.

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**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 April the State of Missouri went to work on drafting subgrants for all LEAs to be able to send a portion of the money directly to the election authority. It was at this time that the State of Missouri also started to procure personal protection equipment, including but not limited to: physical distancing strips, posters, face masks, face shields, and hand sanitizer.

In May as some of the PPE was arriving at the Secretary of State's office the PPE was being divided between the LEAs and either mailed to them or hand delivered to them.

In June a change to Missouri law occurred allowing for a seventh absentee excuse related to COVID as well as an additional mail-in ballot. It is at this time that the MSOS started to push out to different media sources the changes that had occurred and was working with the LEAs to ensure that they understood the changes and had the necessary information to directly help their voters. Secretary Ashcroft also started his tours around the state to inform the voters of the changes that had occurred to absentee/mail-in voting through Missouri Senate Bill 631.

In July the MSOS continued to work with the LEAs to try to obtain what the state could to help with PPE that was needed by the majority of election authorities that would be more affordable on a bulk order rather than the individual counties trying to obtain it.

In August the MSOS worked with the LEAs to determine if there were more PPE that they needed that the state could obtain

In September the MSOS started working on a mail out brochure to every residential household with an active registered voter to inform the voters of the different options for the General Election. The November election had absentee voting start on September 22, 2020, with Military and Overseas voting starting September 18, 2020. With the grant being brought to the attention of the MSOS during the first week of September there was a tight turn around to put together the mailer and send it out to all known voter households.

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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.

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**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

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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 - No articles of voting equipment purchased during this period.**

The MSOS did not purchase voting equipment. In the State of Missouri the voting equipment is purchased by the individual LEAs. The LEAs purchased tabulators, ballot marking devices, poll pads, the software for the poll pads, and ballot on demand printers.

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

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

Many of our LEAs provided security training for COVID-19. Between our 116 jurisdictions there were roughly 19,000 poll-workers for the November general election, with the anticipation that there were at least that many for the August, if not more. It is anticipated, but not completely known by the MSOS as the state does not run the trainings, that roughly 75% of the 19,000 poll-workers were trained on the security measures prescribed by the CDC, the State of Missouri Health Department, and the local county health departments.

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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.**

We offered sub-grants to all 116 local jurisdictions, of which 115 accepted the grants. The following are the general categories that the clerks fell in to, not all clerks fell in to all categories, but these are the average categories:

1. Sneeze guards or materials to build sneeze guards to use at polling locations and/or the LEAs offices;
2. Postage for sending out absentee and mail-in ballots, due to the addition of the 7th COVID excuse for absentee ballots and the addition of mail-in ballots. All LEAs saw an increase in the amount of ballots they were having to mail to the voters;
3. Additional ballot boxes due to the increase in absentee voting at their central voting location (most often the LEAs office) or additional voting machines to help with social distancing for the polls;
4. Poll pads to reduce the amount of paper that an individual would have to come in contact with;
5. Stylus pens so that each individual had their own stylus to sign the poll pads with an pen to fill in their ballots;
6. Cleaning materials for their polling locations as well as their offices, including having to purchase additional hand soap and paper towels;
7. Storage materials to hold all of the new supplies necessary;
8. Cleaning of the polling locations or having to pay extra for the polling locations due to the cleaning the owners of said polling locations were going to incur, as well as extra costs for polling locations due to not being able to utilize some of the normal locations;
9. Replacement of different electronics due to the necessary cleaning;
10. Costs to have the vendors who the LEAs purchased their voting equipment from come out to show election judges/poll workers how to properly clean the machines to reduce potential damage to the machines;
11. The cost of IT and additional equipment to work from home due to COVID while still running an election;
12. An increase in the election judge/poll worker's wages;
13. The acquisition of part time or temporary help, or the increase in overtime for regular office staff, due to an increase in absentee/mail-in ballots;
14. Additional costs in advertising to inform the public of absentee voting, the steps the LEA was taking to ensure the safety at the polls, and for bids on COVID related costs such as obtaining sneeze guards;
15. An increase in the normal amount of ballots that they would otherwise order due to the addition of the 7th COVID excuse

for absentee ballots and the addition of mail-in ballots separate from absentee ballots;  
16. Additional ballot envelopes, including those that specifically had the information for COVID-19; and  
17. Automatic letter openers to handle the increased volume of absentee and mail-in ballots.

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

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

**Otherwise enter - match not required.**

The MSOS has met its match through paying for a portion of the absentee ballot postage for the federal election, a portion of the supplies purchased as well as a portion of the sub-grants sent to the LEAs. Furthermore, the MSOS sent a brochure to every residential household with an active registered voter. The brochure was designed to inform voters of the different options to vote (in-person, in-person absentee, absentee by mail, and mail-in voting), the deadlines for each of these options, and the requirements for each of these options as set forth in Missouri statute. The MSOS received a private grant to create and prepare the brochure and also to mail the brochure to millions of households throughout Missouri. While these brochures were sent out, the state of Missouri also utilized other forms of media (Facebook, Twitter, radio, and television) to inform the public of the voting options for the 2020 election cycle.

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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 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.**

One challenge was the unpredicted situation with elections quickly approaching, MSOS was able to increase the number of staff dedicated to elections administration's processes. MSOS worked closely with vendors who dedicated time and resources to ensure that we met our goals.

Another issue is that we have 116 LEAs that range in population and no two election authorities are the same. LEAs also differed in the local impact concerning COVID, so issuing the sub-grants to ensure that each LEA could obtain what they needed for the elections was the most practical approach.

With the sub-grants we were then dependent on the LEA to send their documents to us in a timely matter. Many LEAs in the state have multiple roles to fulfill as they are third class counties, and November through February is a critical time for elections, budgeting, etc. Many of our LEAs used this funding both in August and November which meant they could not turn in the final documentation to MSOS until after the November election. To overcome this many phone calls and emails were sent to check in with the LEA. Our office worked closely with the LEAs to ensure compliance with deadlines.

Our final issue was finding consistency, an example is one LEA would categorize a poll-pad as a voting process while other LEAs would categorize the expense as a supply. MSOS created a standard spreadsheet to track these. MSOS did not require the LEAs to amend their documentation if it was an allowable cost.

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**Impact:**

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

The MSOS seemed to be very successful in its project. We were not made aware of anyone contracting COVID-19 due to voting and based upon what we were doing with regards to absentee and mail-in voting we were able to have our unofficial results completed within the same time frame as prior years. We also had a high voter turnout, both in person and via absentee/mail-in voting.

As for unexpected benefits, many of our LEAs used this opportunity to upgrade from paper poll-books to poll-pads as it meant there were less issues with touching paper, the poll-pads could be sanitized frequently, and they were able to have more check in stations. With the money provided, and the parameters set forth, the LEAs took this opportunity to modernize their systems which also helped to ensure that they could keep not only their voters but also their office staff and judges safe and

healthy during this process.

**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?**

We were able to successfully conduct four elections during a pandemic and remain within our normal time frame for reporting the unofficial results to the Missouri voters and media.

**5. Expenditures**

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

**CARES COST CATEGORIES**

	Federal	Match
Voting Processes:	\$384,796.70	\$13,658.49
Staffing:		
Security and Training:		
Communications:		\$854,326.74
Supplies:	\$55,309.56	\$11,064.56
Total	\$4,030,794.18	\$1,525,753.00
Sub Grants to Local Election Authorities	\$3,590,687.92	\$646,703.21

**OMB CONTROL NUMBER: 3265-0020**

**6. Certification**

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

**First Name**

Sherry

**Last Name**

Rowden

**Title**

Accounting Specialist II

**Phone Number**

Email Address

Signature of Certifying Official:



Signature of: Sherry Rowden

### 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.