

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) NH20101CARES		
3. Recipient Organization (Name and complete address including Zip code) SECRETARY STATE, NEW HAMPSHIRE DEPT OF 107 N MAIN ST RM 204, CONCORD, NH 033014951							
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: 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						\$3,269,494.00	
b. Cash Disbursements						\$3,140,354.00	
c. Cash on Hand (line a minus b)						\$129,140.00	
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized						\$3,269,494.00	
e. Federal share of expenditures						\$3,140,354.00	
f. Federal share of unliquidated obligations						\$129,140.00	
g. Total Federal share (sum of lines e and f)						\$3,269,494.00	
h. Unobligated balance of Federal funds (line d minus g)						\$0.00	
Recipient Share:							
i. Total recipient share required						\$653,898.00	
j. Recipient share of expenditures						\$653,898.00	
k. Remaining recipient share to be provided (line i minus j)						\$0.00	
Program Income:							
l. Total Federal share of program income earned						\$11,346.72	
m. Program income expended in accordance with the deduction alternative						\$0.00	
n. Program income expended in accordance with the addition alternative						\$11,346.72	
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	10	March 28, 2020	December 31, 2020	\$577,258.00	\$57,725.80	
	Fixed	10	March 28, 2020	December 31, 2020	\$577,258.00	\$57,725.80	
g. Totals:					\$577,258.00	\$57,725.80	\$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 fiscal year): \$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 Swett, Nancy Business Systems Analyst II					c. Telephone (Area code, number, and extension)		
b. Signature of Authorized Certifying Official Swett, Nancy					d. Email Address		
					e. Date Report Submitted (Month, Day, Year) March 29, 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/OIG/PHR, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PHR Reports Clearance Officer

FEDERAL FINANCIAL REPORT

(Additional Page)

Federal Agency & Organization : ELECTION ASSISTANCE COMMISSION

Federal Grant ID : NH20101CARES

Recipient Organization : SECRETARY STATE, NEW HAMPSHIRE DEPT OF
107 N MAIN ST RM 204, CONCORD, NH 033014951

DUNS Number :

DUNS Status when Certified :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : State interest earned (current fiscal year): \$0.00
State interest expended (current fiscal year): \$0.00
Program income earned (current fiscal year): \$0.00
Program income earned breakdown (current fiscal year): \$0.00
Program income expended (current fiscal year): \$0.00

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EAC Progress Report

Response ID:161 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:

New Hampshire

2. Grant Number:

NH20101CARES

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

New Hampshire Secretary Of State

Street Address

107 North Main St.

City

Concord

State

NH

Zip

03301

4. Progress and Narrative

10. CARES Grant Specific:

Describe how you used the funds to address the pandemic.

The Coronavirus Aid, Relief and Economic Security (CARES) Act provided \$400 million to the U. S. Election Assistance Commission (EAC) to allocate to states, the District of Columbia and U.S. Territories "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." The CARES Act provided the funds to the EAC under Section 101 of the Help America Vote Act (HAVA) which authorizes the EAC to provide funds to states to "improve the administration of federal elections." The EAC allocated a portion of the funds to the State of New Hampshire to address issues arising from the pandemic during the 2020 federal/state election cycle.

In April, 2020, the New Hampshire Attorney General and Secretary of State issued a memorandum that affirmed that under existing law the use of absentee ballots was lawful by individuals who were concerned about the dangers of the virus and did not want to vote in person. The NH SoS felt that some of the biggest challenges that the cities and towns would encounter during this pandemic would be the cost and staffing effort of issuing and processing absentee ballots and identifying, obtaining, and paying for personal protective equipment (PPE). The NH SoS's use of this grant was primarily designed to address the increased absentee ballot costs incurred by the cities and towns.

The NH SoS received approval from the EAC for the use of a Statewide Standard Cost Rate to allocate absentee ballot resources, enabling equitable allocation among all local election jurisdictions. Under the Statewide Standard Cost Rate, cities, towns and unincorporated places were reimbursed a fixed rate for each absentee ballot mailed and/or processed for both the Primary Election in September and the General Election in November in excess of the total number of absentee ballots processed during the Primary and General Elections in 2016. This rate was based upon time studies determined by the NH SoS through the use of an independent contractor. Each city, town and unincorporated place was allowed to claim funds up to a maximum based upon its proportionate share of the funds as defined by its relative share of the ballots cast in 2016.

Using the above standard cost rate to estimate incremental 2020 absentee ballot expenses as described above, the cities and towns contributed the lion's share of the CARES Act match - \$526,530.26 - in carrying out their greatly increased absentee ballot responsibilities.

Other expenditures included \$7,144.40 for hardware and software to enable in-person recounts during the pandemic, \$38,854.76 for help in distributing and following up on PPE distributions to cities and towns and for a portion of senior staff costs during the pandemic, \$347,235.55 for pandemic-related communications to voters, \$32,076.35 to purchase election-related PPE for distribution to the cities and towns, and \$227,290 to administer the standard cost process used to distribute funds to cities and towns.

Most of the PPE distributed to the cities and towns for elections was supplied using the Governor's Office of Emergency Relief and Recovery (GOFFER) grant, much of which was derived from CARES Act funding.

Expenses of the contracted accounting firm, Berry, Dunn McNeil & Parker LLC ("BerryDunn") in excess of the original contracted amount with the NH SoS were donated as an in-kind contribution at the standard rates charged for similar services. Anheuser Busch contributed sanitizer for distribution to the towns and cities.

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

The major issues the NH SoS faced during the pandemic were the following:

1. How to incentivize towns and cities to process absentee ballot requests and returned ballots by providing funds to cover additional processing costs;
2. How to keep election workers and voters safe by encouraging election participants to use masks, sanitizer, and social distancing; and
3. How to effectively communicate with voters and election officials about changes to procedures due to the pandemic.

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

Pre-Award Process

The NH SoS worked with BerryDunn to determine how to allocate the HAVA CARES funds received from the Elections Assistance Commission (EAC) to the cities, towns and unincorporated places. The maximum allocation for each jurisdiction was set by calculating the following ratio: the numerator was the ballots cast in the 2016 election in each individual city, town or unincorporated place, and the denominator was the total ballots cast statewide in the 2016 election.

The NH SoS worked with BerryDunn to create a Notice of Award and Grant Agreement. The Grant Agreement included:

- P-37 Standard Contract Form for the State of New Hampshire, and applicable provisions;
- Terms and Conditions;
- EAC Standard Certifications;
- Instructions on Suspension and Debarment; and
- Drug-Free Work Place Policy

The NH SoS worked with BerryDunn to create a reimbursement request form that would be used for the Primary and General Elections. The reimbursement form required the cities, towns and unincorporated places to provide their contact information, Cage Code (from SAM), and DUNS number. The form included the calculation of the total reimbursement for the primary. The reimbursement was calculated by using ballots issued and cast in that town/city during the 2020 primary/general election, less the ballots issued and cast in that town/city in the 2016 elections at the Statewide Standard Cost Rate per ballot.

Grant Agreement

The cities, towns and unincorporated places were provided the Notice of Award and complete Grant Agreement on August 10, 2020. The initial due date to submit information to the State in order to participate in the program was August 28, 2020.

Extensions were provided upon request. In order to participate, the towns had to provide the following documents:

- Signed Form P-37

This included the pages of provisions that are dated and initialed

- Signed Attachment A

- Signed Attachment F

- Evidence that the city, town or unincorporated Place complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option also had to attach evidence demonstrating the designee's authority to sign.

After the due date passed, 152 of the total 237 cities, towns and unincorporated places had completed the necessary documents in order to participate in the grant program. Three towns had notified the NH SoS that they were not interested in participating in the grant program.

On September 4, 2020, the NH SoS notified all of the remaining cities, towns or unincorporated places that a Grant Amendment would be issued in order to include those that missed the initial deadlines in the process.

Primary Election

The New Hampshire State Primary Election was held on Tuesday, September 8, 2020. The 152 cities, towns and unincorporated places participating in the grant program were required to submit completed reimbursement requests with the total absentee ballots issued and cast for the Primary Election by Monday, September 14, 2020. The NH SoS worked with BerryDunn to validate figures provided by the cities, towns and unincorporated places, following the method approved by the EAC, the NH SoS and BerryDunn relied on the "Official Return of Votes" for the Primary Election as of September 11, 2020 to validate the "Absentee Ballots Cast". The NH SoS similarly relied on a report from the statewide voter registration system as of September 18, 2020 to validate the "Absentee Ballots Issued." Using the same methodology, comparable figures for the 2016 election cycle were obtained and conveyed to the cities and towns in the Grant Agreement.

After performing the reconciliation between the NH SoS records and the reimbursement requests completed by the cities and towns, BerryDunn noted that 127 of the 152 reimbursement requests were incomplete or incorrect. The common issues were incorrect 2016 figures utilized, inaccurate 2020 figures provided, form was not signed by the authorized signer, and/or the DUNS and Cage Code were not provided on the reimbursement form. As a result of the issues identified, the NH SoS opted to provide pre-completed revised reimbursement forms to the 127 cities, towns and incorporated place for their review and approval. Throughout this process, it was observed that some cities and towns were still working with the NH SoS office to revise the Official Return of Votes and update information in the statewide voter registration system. As a result, there were 10 cities and towns that provided updated information where the figures used for payment differed from the data pulled on September 11th and September 18th.

The first progress report for the Primary Election was due 20 days after the Primary Election, on September 28, 2020. Due to the issues identified above, the figures reported on the first progress report were the BerryDunn recalculations using the data pulled on September 11th and September 18th. The second progress report submitted after the General Election included adjusted figures for the Primary Election for the 10 towns noted above.

Grant Amendment

As discussed above, the NH SoS issued a grant amendment dated October 5th, 2020 in an effort to allow the remaining 82 cities, towns and unincorporated places to participate in the grant opportunity, using almost identical documents. Under the grant amendment, the cities, towns and unincorporated places would submit a single reimbursement request following the General Election that also included data for the State Primary.

General Election

For the 2020 General Election, the NH SoS and BerryDunn modified the reimbursement request process in order to create a more efficient process than the one used in the State Primary. The reimbursement request forms were pre-completed for the cities, towns and unincorporated places utilizing reports available to the NH SoS office. The "Absentee Ballots Issued" were derived from the statewide voter registration system as of the Tuesday following the General Election. The "Absentee Ballots Cast" were derived from Official Return of Votes as of the Friday following the General Election. These pre-completed forms were then individually emailed to the local election jurisdictions for their approval.

Similar to the Primary Election, there were 7 cities and towns that worked with the NH SoS to modify their "Official Return of Votes" and/or the data in the statewide voter registration system. As a result, payments to those municipalities were derived from figures that differed from the original NH SoS data pull.

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 13, 2020: Governor's Emergency Order 2020-04 declaring State of Emergency
March 28, 2020: Budget period of CARES Act begins
April 10, 2020: The Attorney General and Secretary of State issued a memorandum enabling voters to vote by absentee ballot due to COVID 19
April 27, 2020: NH SoS announcement of Select Committee on 2020 Emergency Support
May 1, 2020: Release date of RFP for CARES Act Accounting Services
May 15, 2020: RFP responses due for CARES Act Accounting Services
May 27, 2020: USC Election Cybersecurity Initiative – NH Workshop
June 3, 2020: Filing period begins for candidates in 2020 State/Federal elections
June 5, 2020: Report issued by NH SoS Select Committee on 2020 Emergency Support
June 5, 2020: Accounting Services contract signed with accounting firm, BerryDunn
June 12, 2020: Filing period ends
June 17, 2020: Last day for party committees to fill vacancies
July 7, 2020: Formal letter sent to EAC requesting use of standard cost methodology to reimburse towns and cities for additional absentee ballots issued and cast in 2020
July 25, 2020: 45-day deadline to send UOCAVA ballots for State Primary
July 27, 2020: All absentee ballots printed and sent to towns and cities by NH SoS
August 5, 2020: EAC approves standard cost methodology to reimburse towns and cities for additional absentee ballot costs
August 10, 2020: Notice of Grant Opportunity sent to towns and cities
August 14, 2020: Voter Information Line established for general public
August 12 & 13, 2020: Webinar for towns and cities on Grant Opportunity
August 28, 2020: Amended Grant Agreement Packet due from cities, towns and unincorporated places
September 8, 2020: State Primary
September 11, 2020: Last day to request recount of votes cast in State Primary
September 14, 2020: Reimbursement requests for Primary Election due from cities, towns and unincorporated places
September 19, 2020: 45-day deadline to send UOCAVA ballots for General Election
September 28, 2020: Interim Progress Report to EAC for State Primary
October 5, 2020: Amended Notice of Grant Opportunity provided to cities, towns and unincorporated places
October 23, 2020: Amended Grant Agreement Packet due from cities, towns and unincorporated places
November 3, 2020: General Election
November 6, 2020: Last day to request recount of votes cast
November 10, 2020: Accounting reports \$715,092.56 was disbursed to 151 cities and towns for the State Primary
November 17, 2020: Pre-completed reimbursement requests for General Election (Original grant) and Primary and General Elections (Amended grant) due from cities, towns and unincorporated places
November 23, 2020: Interim Progress Report to EAC for General Election
November 23, 2020: Ballot Law Commission meets to hear and decide any objections or appeals
December 1 – 15, 2020: Accounting reports \$1,711,259.28 was disbursed to 185 cities and towns for the State Primary and the General Election
December 2, 2020: House and Senate Organization Day
December 14, 2020: Meeting of Electors of Electoral College
December 16 - 31, 2020: Accounting reports \$201,887.82 was disbursed to 31 cities and towns for the State Primary and the General Election, for an aggregated total of \$2,628,239.66

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.

As stated in the NH SoS's letter to the EAC dated April 24, 2020 and the allocation methodology submitted to the EAC on July 7, 2020, all of the activities were carried out in accordance with the originally approved State plans. No significant changes to the program were reported during the 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.

On August 5, 2020, the EAC approved the proposed standard cost methodology to reimburse towns and cities for additional absentee ballot costs, following the State's July 7, 2020 request. This enabled cities and towns to obtain CARES Act funds without submitting evidence of every expenditure, and made the program available to those cities and towns that were not accustomed to federal grant reporting and documentation. It also focused towns' and cities' attention on responding to absentee ballot requests and processing returned absentee ballots in a timely and efficient manner.

Local election officials were able to accommodate pandemic-related challenges, receiving printed absentee ballots early from the NH SoS, getting absentee ballots out on schedule and processing returned ballots.

Using personal protective equipment supplied by the State, cities and towns were able to set up safe polling places that were not perceived to unduly endanger voters or election officials.

State and local election officials were able to communicate effectively to voters pandemic-related changes in processes.

Record turnout in the General Election confirmed voters' interest in participation in democracy. Using a numerator of 'Vote for Highest Office' and a denominator of 'Voting Age Population (VAP)', New Hampshire's turnout, at 72.2%, represented the 3rd highest state turnout in the nation. (U.S. Elections Project data, March 4, 2021)

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.

N/A – No article of voting equipment was purchased using these funds during the period.

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

Otherwise enter - no security training conducted during this period.

NH SoS training in 2020 addressed security generally and helped ensure that state/federal elections would run smoothly in the face of the COVID 19 pandemic and cybersecurity challenges. The following lists the NH SoS training programs and the number of participants, which totaled at least 8,544. Unless otherwise noted, these events were conducted using Zoom or GoToWebinar (GTW) sessions:

SVRS (ElectionNet) Introductory Training (In person): 80

2020 Polling Place Line Management: 185

2020 Postponement of Municipal Elections and Instructions for Postponed Elections: 113

2020 High Volume Election Day Reg. Polling Place Towns – Round Table: 31

Moderators' Q & A Zoom Sessions: 1,648

Clerks' Q & A Zoom Sessions: 1,263

Supervisors Q & A Zoom Sessions: 1,847
Moderators' and Supervisors' Zoom Session: 382
All Election Officials Debrief Q & A Zoom Session: 68
2020 Polling Places & Voting during COVID 19 Emergency – Dr. Chan: 339
USC Election Cybersecurity Initiative – NH workshop: 103
Polling Places & Voting in COVID 19 Emergency – Dr. Chan - On-Line On-Demand GTW: 69
What is New (Joint Guidance) & Election Law Changes) - On-Line On-Demand GTW: 24
2020 CARES Act Sub-Grants to towns/cities - On-Line On-Demand GTW: more than 40
2020 Pre-Processing of Absentee Ballots: 214
Pre-Processing of Absentee Ballots - On-Line On-Demand GTW: 188
2020 Summer Election Law Training: 263
Summer Election Law Training - On-Line On-Demand GTW: 38
2020 What is New – Election Law Changes: 195
2020 Reconciliation – State Primary: 167
2020 Reconciliation – State Primary - On-Line On-Demand GTW: 47
2020 De-escalation: 135
2020 De-escalation - On-Line On-Demand GTW: 84
2020 Ballot Clerk Procedure at State Primary: 139
2020 Ballot Clerk Procedure at State Primary - On-Line On-Demand GTW: 120
Live In-person Training – Berlin: 54
Ballot Clerk Procedure – General Election - On-Line On-Demand GTW: 545
2020 General Election Reconciliation - On-Line On-Demand GTW: 163
Total Participants in Election Training coordinated by NH SoS: 8,544

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 NH SoS sub-granted approximately 80% of the total CARES Act award to the cities, towns and unincorporated places. The funds were allocated/granted to local election jurisdictions using a percentage of the ballots cast in the 2016 election within an individual city, town and unincorporated places to all of the ballots cast in the State for the 2016 election. The funds were reimbursed to the cities, towns and unincorporated places using an allocation methodology for a statewide standard cost rate that was submitted by the NH SoS in its letter dated July 7, 2020, and approved by the Election Assistance Commission (EAC) as communicated by their Executive Director in an email dated August 5, 2020.

Under the Statewide Standard Cost Rate, cities, towns and unincorporated places were reimbursed a fixed rate for each absentee ballot issued and/or cast for both the Primary Election in September and the General Election in November in excess of the total number of ballots processed during the Primary and General elections in 2016. This rate was based upon time studies performed by an independent consultant

For assistance in applying the approved methodology, the NH SoS issued a competitive request for proposal and contracted the accounting firm, BerryDunn, to develop two separate standard cost rates to reimburse participating municipalities and carry out the functions of grants management. The first rate was developed to reflect costs necessary to process each single absentee ballot issued pursuant to a request. The second rate was developed to reflect the costs necessary to process an absentee ballot returned and cast. To develop these rates, BerryDunn conducted a time study of absentee ballot processing in five cities and towns that were randomly selected from population pools of similarly sized cities and towns. The time studies collected data for the time and costs required to process the absentee ballot requests and ballots cast.

With guidance from the NH SoS, BerryDunn calculated the following statewide standard cost rates:

- \$7.13 – to process an absentee ballot request and issue an absentee ballot
- \$4.39 – to process an absentee ballot cast

Using the approved methodology, the NH SoS and BerryDunn gathered data regarding the numbers of absentee ballots issued and absentee ballots cast for the State Primary Election. To determine the number of State Primary and General Election absentee ballots resulting from the COVID-19 pandemic, the numbers of absentee ballots issued and cast during the 2016 State Primary and General Election (baseline) were subtracted from the count of absentee ballots issued and cast during the 2020 State Primary and General Election. The difference between 2020 and 2016 State Primary and General Election absentee ballots for each participating municipality was multiplied by the standard cost rates to calculate total estimated costs to process the additional absentee ballots. This calculation served as the basis for reimbursement.

19. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

As of December 31, 2020, the State of New Hampshire had met the match requirements through the following costs:

- \$526,530.26 through the Statewide Standard Cost rate

Under the Statewide Standard Cost rate, the cities, towns and unincorporated places received 83.33% of the total costs reimbursement based on the number of absentee ballots issued and cast. The remaining 16.67%, representing local costs, constituted the match.

- \$57,725.80 of indirect costs

Indirect costs were calculated using the Modified Total Direct Cost (MTDC) approach. This amount was calculated using the 10% provisional rate of the voting processes expenses, communications expenses, and the total of the grant management contract.

- \$69,642.94 of in-kind contributions

In-kind contributions include expenses in excess of the original contracted amount with the NH SoS were donated by BerryDunn at the standard rates charged for similar services provided. In-kind contributions include a donation of sanitizer from Anheuser Busch.

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.

Throughout the grant period, the NH SoS encountered two main issues related to the management of the grant activities.

The first issue arose because of the fast turnaround time required for cities and towns to complete the necessary documentation in order to participate in the program. Many cities and towns were interested in participating in the Grant. However, they did not submit their paperwork in a timely manner. The NH SoS issued a grant amendment dated October 5th, 2020 in an effort to allow the remaining 81 cities, towns and unincorporated places to participate in the grant opportunity. Under the grant amendment, local election jurisdictions were to submit a reimbursement request following the General Election that also included data for the State Primary.

The second issue arose during the review of reimbursement requests. Under the original and amended grants, cities, towns and unincorporated places were to submit reimbursement requests providing the total figures of absentee ballots issued and cast less than one week following the Primary and General Election dates. In the weeks following the State Primary, data was still being collected and entered by the cities and towns. The NH SoS worked with local election officials to reconcile any differences between their reports of absentee ballots issued and cast and the source data of each city, town or unincorporated place. For the General Election, the NH SoS modified the reimbursement request process in order to create a more efficient process than the one used in the State Primary. The reimbursement request forms were pre-completed for the cities, towns and unincorporated places utilizing reports available to the NH SoS. The pre-completed forms were provided to the local officials for their review and approval.

Both of these issues were fully resolved during the reporting period.

21. Upcoming Activities:

Provide a timeline and description of upcoming activities.

The NH SoS is actively working with BerryDunn to finalize the Final Report due to the EAC. As a result of the final billings for the activities identified above, there is an amount of \$129,140 remaining as an unliquidated obligation as of December 31, 2020. Interest earned on those funds is likely to fall under the de minimis rate for reporting for January through March of 2021.

5. Expenditures

22. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$7,144.40	
Staffing:	\$38,854.76	
Security and Training:		
Communications:	\$347,235.55	
Supplies:	\$32,076.35	
Total	\$3,280,840.72	\$653,899.00
Other - EAC Approved Standard Cost Rate Town and City Reimbursement	\$2,628,239.66	\$526,530.26
Other - Contracted Grants Management	\$227,290.00	
Other - Indirect Costs		\$57,725.80
Other - In-kind Costs		\$69,642.94

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Anthony

Last Name

Stevens

Title

Senior Elections Specialist

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Anthony Stevens

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.