

**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>NJ20101CARES</b>		
3. Recipient Organization (Name and complete address including Zip code) <b>STATE, NEW JERSEY DEPARTMENT OF CN 308, TRENTON, NJ 086250308</b>							
4a. DUNS Number		4b. EIN		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input 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: <b>March 28, 2020</b> To: <b>December 31, 2020</b>					9. Reporting Period End Date (Month, Day, Year) <b>December 31, 2020</b>		
<b>10. Transactions</b>						Cumulative	
<i>(Use lines a-c for single or combined multiple grant reporting)</i>							
<b>Federal Cash (To report multiple grants separately, also use FFR Attachment):</b>							
a. Cash Receipts						\$10,296,913.00	
b. Cash Disbursements						\$10,296,913.00	
c. Cash on Hand (line a minus b)						\$0.00	
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized						\$10,296,913.00	
e. Federal share of expenditures						\$10,296,913.00	
f. Federal share of unliquidated obligations						\$0.00	
g. Total Federal share (sum of lines e and f)						\$10,296,913.00	
h. Unobligated balance of Federal funds (line d minus g)						\$0.00	
<b>Recipient Share:</b>							
i. Total recipient share required						\$2,059,383.00	
j. Recipient share of expenditures						\$2,059,383.00	
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						\$14,682.86	
m. Program income expended in accordance with the deduction alternative						\$0.00	
n. Program income expended in accordance with the addition alternative						\$14,682.86	
o. Unexpended program income (line l minus line m and line n)						\$0.00	
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:					\$0.00	\$0.00	\$0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: State Interest Earned - \$0; Program Income Earned - \$0							
<b>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)</b>							
a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Kemery, Jacqueline Chief Financial Officer</b>					c. Telephone (Area code, number, and extension)		
					d. Email Address		
b. Signature of Authorized Certifying Official <b>Kemery, Jacqueline</b>					e. Date Report Submitted (Month, Day, Year) <b>December 18, 2020</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 : NJ20101CARES

Recipient Organization : STATE, NEW JERSEY DEPARTMENT OF  
CN 308, TRENTON, NJ 086250308

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : State Interest Earned - \$0; Program Income Earned - \$0

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**Federal Agency Review**

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

# EAC Progress Report

## 1. Login

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## 3. EAC Progress Report

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### 1. State or Territory:

New Jersey

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### 2. Grant Number:

NJ201001CARES

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### 3. Report:

Final (Start of Grant - End)

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### 4. Grant:

**Please select only one.**

CARES

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### 5. Reporting Period Start Date

03/28/2020

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### 6. Reporting Period End Date

12/31/2020

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### 7. Recipient Organization:

#### Organization Name

State, New Jersey Department Of

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**Street Address**

Cn 308

**City**

Trenton

**State**

NJ

**Zip**

08625-0308

## 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.

During the implementation of this grant program, the State of NJ made all county election officials aware of the program. The Division of Elections outlined the grant program, highlighting all applicable expenses for which counties can request reimbursement. Along with the approved expenses, the Division of Elections also reiterated the process for requesting reimbursement of these funds once expended as NJ Division of Elections uses a reimbursement approach. Subgrantees (county officials) made the necessary purchases, submitted a grant package which included an application, itemized spreadsheets, and proof of expenditure. Upon receipt of the grant package, the Division of Elections reviewed the request, ensure it followed the grant program and reimbursed the approved expenses. The grant applications were completed on a rolling basis that permitted the Division of Election staff to complete the requests in a timely manner versus all counties submitting at one time. The State of New Jersey, Division of Elections has used this method for a number of grant programs which has proved to be most effective for the specific needs of our subgrantees.

**8. CARES Grant Specific:**

Describe in detail how you used the funds to address the pandemic and explain how you implemented the approved grant activities.

Funds were used for personal protective equipment, signage, sanitation of offices/polling locations, equipment to open/count mail in ballots, overtime/temporary staff hours, printing/mailling ballots and communication to voters.

The funds were made available to our County Election Officials on a reimbursement basis. Counties were advised in advance of expenditure categories that were considered reimbursable and provided with grant request forms to complete and return with proof of expenditure.

**9. Describe the major issues you faced in dealing with the pandemic and how you addressed or resolved those issues.**

Major issues faced in dealing with the pandemic were the shortage of PPE and the shortage of mail sorting equipment for ballots and other equipment to handle the influx of mail-in ballots. Additionally, the delay in mail during the pandemic. for this reason, we hosted multiple calls with our USPS leadership in NJ leading up to large deadlines to ensure everyone was aware

of expectations.

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**10. Provide a description of any training conducted.**

**Otherwise enter N/A.**

Multiple conference calls were held to discuss the process for applying for funds as well as discussing the applicable expenses for reimbursement.

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**11. 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 funds were made available to our County Election Officials on a reimbursement basis. Counties were advised in advance of expenditure categories that were considered reimbursable and provided with grant request forms to complete and return with proof of expenditure.

Major categories included personal protective equipment, signage, sanitation of offices/polling locations, equipment to open/count mail in ballots, overtime/temporary staff hours, printing/ mailing ballots and communication to voters.

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

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

**Otherwise enter - match not required.**

The NJ Division of Elections has meant it match by doing a Voter Education Campaign.

The campaign messaging evolved with changing market conditions, addressing:

- Voter registration deadlines
- Vote-by-mail deadlines
- Importance of timely mailing of vote by mail ballots
- Awareness of the multiple ways to vote

– Myths surrounding the voting process

– The CEIR Grant enabled the NJ Division of Elections effort to:

- Reach registered voters throughout all 21 counties of New Jersey to educate and inform them regarding the general election, procedures and requirements.
- Design the NEW JERSEY VOTES campaign using an integrated media strategy—PR, TV, radio, digital, outdoor and print.
- Afford a media plan that delivered nearly 700 million impressions, reaching each NJ resident an estimated 75 times.
- Fund a PR campaign that yielded 5 press releases, 30 interviews, 50+ stories and over 85 million impressions.
- Engage residents with a social media presence that generated over 7.8 million impressions.
- Educate and explain how to register to vote, how to obtain a mail-in ballot, how to complete it and, if mailed, when it must be postmarked—increasing the percentage of NJ registered voters and the number who voted.
- Identify and provide resources regarding the several ways to vote during this election.

#### CEIR Grant Summary

- Educate regarding COVID-19 safety procedures and behavior requirements to be adhered to at in-person polling locations.
- Indicate need to connect to local election officials for polling and ballot drop box locations, forms, questions and any information or procedural updates.
- Provide messaging in English, Chinese, Korean, Spanish, Portuguese, Hindi, Haitian, Creole and Gujarati.
- Provided educational information to the New Jersey ethnic communities, including, but not limited to, African American, LatinX, South Asian/Indian and Jewish.

#### Results

New Jersey saw a record-breaking number of ballots cast for the 2020 general election according to the New Jersey Department of State. The 2020 Safe. Simple. Secure. campaign helped inspire more than 4.6 million Garden State voters among the State's over 6.4 million registered voters (76.6% of active registered voters and 72.3% of total registered voters) to cast ballots in the 2020 election, significantly exceeding the 2016 General Election turnout.

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#### 13. Impact:

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

Multiple executive orders were implemented in order to handle elections during the pandemic. Due to these orders, the project permitted us to make the necessary strides to uphold safe, fair and transparent elections for the voters of NJ in the midst of Covid-19. Unexpected benefits included the equipment that was purchased to handle the pandemic executive orders are able to be repurposed for additional needs, especially for subgrantees that otherwise would have been unable to afford the costs. Shortfalls included inability to obtain certain equipment and supplies as the nation/world had a demand.

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#### 14. 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?**

Our successes included utilizing a reimbursement approach. This permitted the Division of Elections to ensure the funds were used for the proper expenditures and have the exact amount expended. This approach has proven to be most effective for our needs. Additionally, counties (subgrantees) have faced little to no issues obtaining the funds from their local budgets as the county administration is aware the funds will be returned. Additionally, we have found by the counties or subgrantees

obtaining their own goods, PPE, equipment, etc is more easily obtained in smaller quantities versus the state attempting to obtain large amounts at once.

## 5. Expenditures

### 8. Current Period Amount Expended and Unliquidated Obligations

#### CARES COST CATEGORIES

	Federal	Match
Voting Processes:		
Staffing:		
Security and Training:	\$248,914.80	
Communications:	\$248,839.12	\$2,059,383.00
Supplies:	\$30,752.47	
Total	\$10,311,595.86	\$2,059,383.00
Others (describe)PPE Supplies	\$220,870.05	
Others (describe)Social Distancing Signs	\$344,458.56	
Others (describe)Reimbursement to the Counties for the Primary Election (this includes Overtime for regular employees, Temps regular and overtime, Vendor expenses (supplies & equipment), prepaid postage, Office rental space and ballot drop boxes	\$9,098,037.86	
Others (describe)Ballot Chain of Custody ADA ballots	\$119,723.00	

OMB CONTROL NUMBER: 3265-0020

## 6. Certification

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

**First Name**

Jacqueline

**Last Name**

kemery

**Title**

Chief Financial Officer/Grant Manager

**Phone Number**

**Email Address**

Signature of Certifying Official:



Signature of: Jacqueline kemery

## 7. Report Submitted to EAC

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Thank you, your progress report has been submitted to EAC. Please keep the PDF download of your submission as grant record.

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