

**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>NV20101CARES</b>		
3. Recipient Organization (Name and complete address including Zip code) <b>Secretary Of State, Nevada Office Of The 101 N Carson St # 3, CARSON CITY, NV 897013714</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 checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input 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						\$4,496,720.00	
b. Cash Disbursements						\$3,482,259.81	
c. Cash on Hand (line a minus b)						\$1,014,460.19	
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized						\$4,496,720.00	
e. Federal share of expenditures						\$3,482,259.81	
f. Federal share of unliquidated obligations						\$381,696.40	
g. Total Federal share (sum of lines e and f)						\$3,863,956.21	
h. Unobligated balance of Federal funds (line d minus g)						\$632,763.79	
<b>Recipient Share:</b>							
i. Total recipient share required						\$772,791.24	
j. Recipient share of expenditures						\$241,650.00	
k. Remaining recipient share to be provided (line i minus j)						\$531,141.24	
<b>Program Income:</b>							
l. Total Federal share of program income earned						\$13,318.22	
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)						\$13,318.22	
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
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: State Interest Earned - \$0.00							
<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>Griffitts, Ashley Management Analyst I</b>					c. Telephone (Area code, number, and extension)		
					d. Email Address		
b. Signature of Authorized Certifying Official  <b>Griffitts, Ashley</b>					e. Date Report Submitted (Month, Day, Year)  <b>February 24, 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 : NV20101CARES

Recipient Organization : Secretary Of State, Nevada Office Of The  
101 N Carson St # 3, CARSON CITY, NV 897013714

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Report Certified/Pending Agency Approval

Remarks : State Interest Earned - \$0.00  
Program Income Earned -\$13,318.22 Interest Earned on Federal Award  
Program Income Expended - \$0.00

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**Federal Agency Review**

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

# EAC Progress Report

Response ID:183 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:

Nevada

### 2. Grant Number:

NV2101CARES

### 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

Office Of The Secretary Of State

**Street Address**

101 North Carson Street, Suite 3

**City**

Carson City

**State**

NV

**Zip**

89701

## 4. Progress and Narrative

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### 10. CARES Grant Specific:

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

With the onset of the COVID-19 pandemic in the United States, election officials in Nevada began to face challenges related to the availability of poll workers and polling locations for the state's June 9, 2020 Primary Election. To negate these issues, election officials in Nevada decided to conduct a vote-by-mail primary election where registered voters would be automatically sent a mail ballot. However, since less than 10 percent of Nevada voters generally vote by mail in any given election, Nevada election officials knew the preparation, mailing, and processing of 1.8 million ballots would require significant voter education and additional mail ballot processing equipment.

To assist with this, the Secretary of State's office used CARES Act funding to lease ballot-on-demand printers and high-speed scanners for our 17 county election offices in order to facilitate ballot creation during in-person voting and increase the speed of the ballot tabulation process. Each county election official provided a postage prepaid ballot return envelope with each mail ballot so voters would not have to pay for postage to return their mail.

While there was very little in-person voting during the Primary Election, with only 1 polling location open in each county (3 in Clark County), some personal protective equipment (PPE), hand sanitizer, gloves, social distancing items (floor-marking duct tape, signage, etc.) and sneeze guards were purchased by the counties, and reimbursed with CARES funds by the State.

After the Primary Election, the 17 counties anticipated returning to the normal course of business with normal levels of in-person voting both before and on Election Day. In order to support the requirements of a growing number of registered voters, the 17 counties had an increased number of locations to man and support. In the largest county, Clark County, the increase from 3 polling locations to 120+ required hiring additional staff, the cost of which was covered by CARES Act funding. In order to physically prepare for the safety of election workers and voters at all of these locations, approximately \$118,000 were allocated to the purchase of PPE, hand sanitizer, and sneeze guards.

In the Summer of 2020, the Nevada Legislature convened a special session to address COVID-19. During the 32nd Special Legislative Session, the state Legislature passed Assembly Bill 4. Assembly Bill 4 included the mandate to send mail-in ballots to all active registered voters. As this was unique in Nevada history, a voter education campaign was planned and conducted, ultimately costing approximately \$324,000 of CARES Act funding. It was augmented by local county voter education campaigns costing an additional \$335,000 of CARES Act funding. In addition, the Secretary of State's Office sent a postcard to all 1.8 million active registered voters to clarify the changes to the General Election directed in Assembly Bill 4. These campaigns were a vital part of the agency's outreach and greatly increased voter awareness.

All counties incurred much higher print and mailing costs than normal, much of which was paid for with CARES funds in the Primary. However, Assembly Bill 4 granted \$3 million to the counties so very little CARES funding was needed for the general

election's print and mail costs.

Many counties used CARES funds to purchase mechanical letter openers, and/or to hire additional, temporary staff to process the increased amount of mail ballots during both elections.

Clark and Washoe Counties represent 87 percent of the state's active registered voters (70 percent in Clark and 17 percent in Washoe). Because of this, both counties purchased envelope sorters to assist in processing the mail ballots. Clark's was purchased before the Primary and Washoe's was purchased for the General. CARES funds were used to aid in purchasing both these machines.

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

We addressed the common issues related to the pandemic, such as keeping equipment sanitized and how to fit people into a polling place while still safely socially distancing, but there was also a major obstacle with voters' understanding of how to use a mail-in ballot and how to cure their signature when necessary.

Most voters in Nevada had never voted by mail before the primary election so the Secretary of State's office used CARES Act funding to contract with a marketing group to launch a statewide voter education campaign. This campaign focused on educating voters about how to vote by mail and other changes made to the primary election. The voter education campaign utilized television ads, radio ads, direct mailers and a new website to educate voters about the all-mail primary election and provide instructions on how to correctly complete their mail ballot. Several counties conducted their own voter outreach as well.

Educating voters how to vote using their mail ballot was only half the battle. Since most people had never used a mail ballot, they were also unfamiliar with how to cure their ballot if they were notified by the county clerk that they either failed to sign their return envelope or the signature did not match the one on file. To help make signature cure more convenient and as easy as possible for the public, the Secretary of State's office contracted with Global Mobile to use their Text2Cure electronic signature-curing platform. This allowed voters to cure their signature on their smart phone without having to make a photocopy of their identification and mail it into the county election office.

Since 24 percent of all successful signature cures in the Primary were completed using Global Mobile, this option was utilized during the General Election as well, again with CARES funds.

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

See responses to questions 1 and 2.

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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.**

Not applicable to CARES.

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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.**

Not applicable to CARES.

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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.**

Not applicable to CARES.

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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.**

As of February 22, 2021, a total of \$3,482,259.81 of Nevada's CARES funds have been expended, about 20 percent of which was on voting equipment.

To help process the increased amount of mail ballots during the Primary and General Elections, almost all counties leased additional voting equipment using CARES funds. A total of \$561,592 was spent to lease additional voting equipment for 16 counties, which included 27 ballot scanners, 26 high-volume ballot printers and 11 election management systems.

CARES funds were also used to purchase additional voting equipment in 4 counties, including 1 high capacity scanner and 33 high-volume ballot printers, totaling \$134,024.74.

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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.**

No security training conducted during this period.

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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.**

Funds were distributed to the counties on a reimbursement basis. The counties purchased the COVID-related items they needed and then submitted a reimbursement request itemizing all expenses with the appropriate invoices and proof of payments. These items were reviewed by this office and any non-qualified expenses were denied reimbursement and removed from the list.

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

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

**Otherwise enter - match not required.**

The current state match includes the following expenditures. Anheuser-Busch provided hand sanitizer at an in-kind value of \$1,650. The Nevada Broadcasters Association partnered with radio and television stations across the state to air ads for the primary election with an in-kind value of \$240,000. There are other potential methods to meet the required match that are currently under discussion.

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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.**

Not applicable to CARES.

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**21. Upcoming Activities:**

Provide a timeline and description of upcoming activities.

Not applicable to CARES.

## 5. Expenditures

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

#### CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$1,925,975.46	
Staffing:	\$25,395.00	
Security and Training:	\$842.09	
Communications:	\$1,412,115.96	\$240,000.00
Supplies:	\$117,931.30	\$1,650.00
Total	\$3,482,259.81	\$241,650.00

OMB CONTROL NUMBER: 3265-0020

## 6. Certification

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

**First Name**

Ashley

**Last Name**

Griffitts

**Title**

Management Analyst I

**Phone Number**

**Email Address**

Signature of Certifying Official:



Signature of: Ashley Griffiths

## 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.