

**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>RI20101CARES</b>					
3. Recipient Organization (Name and complete address including Zip code)  <b>EXECUTIVE OFFICE OF STATE OF RHODE ISLAND</b> <b>82 Smith St 217, Providence, RI 029031120</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 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>						<b>Cumulative</b>			
<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						\$3,022,037.00			
b. Cash Disbursements						\$0.00			
c. Cash on Hand (line a minus b)						\$3,022,037.00			
<i>(Use lines d-o for single grant reporting)</i>									
<b>Federal Expenditures and Unobligated Balance:</b>									
d. Total Federal funds authorized						\$3,022,037.00			
e. Federal share of expenditures						\$3,022,037.00			
f. Federal share of unliquidated obligations						\$0.00			
g. Total Federal share (sum of lines e and f)						\$3,022,037.00			
h. Unobligated balance of Federal funds (line d minus g)						\$0.00			
<b>Recipient Share:</b>									
i. Total recipient share required						\$604,408.00			
j. Recipient share of expenditures						\$0.00			
k. Remaining recipient share to be provided (line i minus j)						\$604,408.00			
<b>Program Income:</b>									
l. Total Federal share of program income earned						\$0.00			
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)						\$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: We are working on the 20% match									
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  <b>Halloran-Villandry, Colleen</b> <b>Director of Finance &amp; Personnel</b>					c. Telephone (Area code, number, and extension)  d. Email Address				
b. Signature of Authorized Certifying Official  <b>Halloran-Villandry, Colleen</b>					e. Date Report Submitted (Month, Day, Year)  <b>February 26, 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 : RI20101CARES

Recipient Organization : EXECUTIVE OFFICE OF STATE OF RHODE ISLAND  
82 Smith St 217, Providence, RI 029031120

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : We are working on the 20% match

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**Federal Agency Review**

Reviewer Name :

Phone # :

Email :

Review Date :

Review Comments :

# EAC Progress Report

## 3. EAC Progress Report

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**1. State or Territory:**

Rhode Island

**2. Grant Number:**

RI20101CARES

**3. Report:**

CARES (Off-cycle report only due February 28, 2021)

**4. Grant:**

**Please select only one.**

CARES

**5. Reporting Period Start Date**

3/28/2020

**6. Reporting Period End Date**

12/31/2020

**7. Recipient Organization:**

**Organization Name**

Rhode Island Department Of State

**Street Address**

82 Smith Street

**City**

Providence

**State**

RI

**Zip**

02903

## 4. Progress and Narrative

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**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.**

Rhode Island conducted three elections in 2020. In past several election cycles, most Rhode Island voters cast ballots in polling places on Election Day. However, due to concerns of the coronavirus Rhode Island's voter turnout was more evenly

divided over the three methods of voting, early in-person, mail ballot, and polling place on Election Day.

Rhode Island used CARES Act funds to pay for the mailing of mail ballot applications in two of the elections. The funds also were used to pay for the cost of mailing additional mail ballots and for the postage-paid return envelopes.

Funds were also used for a centralized application processing center to ensure the volume of applications were processed in a timely manner for mail ballots to be sent to voters.

Additional funds were used to purchase cleaning supplies, pens for voter check-ins, and signage to emphasize social distancing.

Lastly, due to the increased number of mail ballots, the Board of Elections acquired equipment to process the larger volume of mail ballots.

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

Rhode Island faced several major issues related to the pandemic in 2020. The issues included the following:

- Concerns with regard to the coronavirus caused more voters to vote by mail from home or vote early in-person.
- The change in turnout meant election officials needed to change their processes and staffing to accommodate the different methods of voting.
- Additional mail ballots required the Board of Elections to acquire equipment to handle the processing of the increased volume.
- The Board of Elections and local boards of canvassers faced challenges finding suitable locations to serve as polling places.

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

Otherwise enter N/A.

N/A

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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.

N/A

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

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

Otherwise enter - match not required.

Rhode Island was able to meet most of its state match. We continue to work with our State Board of Elections to identify additional state funds that can be used to meet the state matching requirement.

We were able to secure a grant from the Center for Election Innovation and Research (CEIR) to enhance our communications efforts to voters around changes to the elections processes during the 2020 election. We utilized these funds to establish a voter information hotline with our United Way chapter. These funds also allowed us to expand our online and print communications efforts. Also, we were able to improve the online mail ballot application for the disability community.

In addition, we saw additional staff overtime due to the pandemic and the additional workload, include calls to our office, addressing issues with mail ballot applications and mail ballots and providing general voter information.

The Board of Elections incurred additional legal costs due to the pandemic including executive actions required to address changes in voting processes as well as rules and regulations needed to accommodate such alterations.

Lastly, the Board of Elections received a donation of hand sanitizer that assisted the office in maintaining the health of voters and poll workers during the 2020 election cycle.

## 5. Expenditures

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

#### CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$2,267,620.91	\$298,974.70
Staffing:	\$464,377.52	\$25,499.38
Security and Training:	\$99,138.39	
Communications:	\$103,854.60	\$203,640.77
Supplies:	\$74,442.08	\$10,897.19
Total	\$3,022,037.00	\$605,677.60
Reimbursements to cities and towns	\$11,093.62	
Audit fees	\$1,509.88	
Legal: Board of Elections legal representation re. revised rulemaking to address pandemic related issues		\$61,166.66
Information Technology		\$5,498.90

OMB CONTROL NUMBER: 3265-0020

## 6. Certification

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

**First Name**

Rob

**Last Name**

Rock

**Title**

Director of Elections

**Phone Number**

Email Address

Signature of Certifying Official:

A handwritten signature in black ink, appearing to read 'R. Rock', with a long horizontal stroke extending to the right.

Signature of: Rob Rock

## 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.