

**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>VA20101CARES</b>					
3. Recipient Organization (Name and complete address including Zip code)  <b>Elections, Virginia State Department Of</b> <b>1100 BANK ST, RICHMOND, VA 232193639</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 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>September 30, 2021</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						\$9,004,555.00			
b. Cash Disbursements						\$9,004,555.00			
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						\$9,582,344.00			
e. Federal share of expenditures						\$9,004,555.00			
f. Federal share of unliquidated obligations						\$0.00			
g. Total Federal share (sum of lines e and f)						\$9,004,555.00			
h. Unobligated balance of Federal funds (line d minus g)						\$577,789.00			
<b>Recipient Share:</b>									
i. Total recipient share required						\$1,800,911.00			
j. Recipient share of expenditures						\$1,800,916.00			
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						\$32,464.00			
m. Program income expended in accordance with the deduction alternative						\$0.00			
n. Program income expended in accordance with the addition alternative						\$2,267.00			
o. Unexpended program income (line l minus line m and line n)						\$30,197.00			
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: "Please provide the following information:									
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>Hill, Kevin</b> <b>Business Manager</b>						c. Telephone (Area code, number, and extension)  d. Email Address			
b. Signature of Authorized Certifying Official  <b>Hill, Kevin</b>						e. Date Report Submitted (Month, Day, Year)  <b>January 7, 2022</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

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(Additional Page)

Federal Agency & Organization

ELECTION ASSISTANCE COMMISSION

Federal Grant ID

Recipient Organization

DUNS Number

DUNS Status when Certified

EIN

Reporting Period End Date

Status

Awarding Agency Approval

Remarks

"Please provide the following information:

State interest earned (current fiscal year): \$ 0

State interest expended (current fiscal year): \$ 0

Program income earned (current fiscal year): \$ N/A

Program income earned breakdown (current fiscal year): \$ Source: e.g. Sale of registration list

Program income expended (current fiscal year): \$ N/A

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**Federal Agency Review**

Reviewer Name : Augustyn, Arielle

Phone #

Email

Review Date : January 28, 2022

Review Comments

# 2021-2022 EAC Progress Report

## 1. Login

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Please enter the username and password provided by the EAC to begin the Progress Report. 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:

Virginia

### 2. Grant Number:

### 3. Report:

Final (Start of Grant - End)

### 4. Grant:

CARES

### 5. Reporting Period Start Date

03/28/2020

### 6. Reporting Period End Date

12/30/2021

## 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.**

The Virginia Department of Elections (ELECT) used the CARES ACT funds at both the state and local level. At the state level funds were used to purchase PPE supplies for both the Congressional Primary and Presidential election. PPE supplies were in high demand during the spring of 2020. With the state centralized approach Virginia was able to obtain supplies at sensible prices to distribute to local registers of the Commonwealth. In addition to PPE supplies the state also initiated a statewide public relations campaign to educate voters on how to be safe and participate in the Presidential election. Over 80% of the funding received was granted to the 133 local registers to use within the grants guidelines to ensure safe elections for the 2020 federal cycle. Performance related to the grant was outstanding as the elections in Virginia were held with minimum disruptions related to COVID.

**7. CARES Grant Specific:**

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

CARES Act funds were used to purchase PPE supplies in Virginia for the Congressional Primary elections and the November Presidential election. For the Primary election the Virginia Department of Elections purchased the PPE supplies directly and distributed the items to local elections offices based on surveys conducted by ELECT. For this election no match funds were used.

The November election, ELECT distributed over 80% of the federal award/match funding to all localities throughout the Commonwealth of Virginia. In addition to funding passed through to localities ELECT purchased PPE supplies, initiated a statewide public relations campaign to educate voters on voting during a pandemic and how to participate in the election. ELECT spent approximately 94% of the federal award and required state match. Local registers used the funds passed through to them to purchase items to protect employees, hire additional personnel, supplies, hazard pay for employees related to elections and voting processes items such as drop boxes.

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

Major issues for Virginia was for the June Congressional primary's obtaining PPE supplies as Virginia was in competition with the nation to procure items needed for the election in a compressed timeframe. In addition to the supply issues the major effort required to get enough workers for offices and polling locations due to the fear of the pandemic. Elections polling spaces for the most part are not set up to handle social distancing easily, with many functions typically requiring individuals to work in close proximity with one another. In addition many elections workers are elderly or vulnerable to COVID-19 due to physical conditions that required the recruitment of new workers for the elections without the institutional knowledge of how elections work.

**9. Provide a description of any training conducted, including security training.**

No security training

**10. Subgrants:**

**Did your office provide subawards to local jurisdictions during this reporting period?**

Yes

**11. Describe the activities carried out by your subgrantees during the reporting period.**

Funds were passed through from the state based on a based amount plus per capital population. Local registers used the funds passed through to them to purchase items to protect employees, hire additional personnel, supplies, hazard pay for employees related to elections and training of poll workers who were working elections for the first time. Additional items such as drop boxes and security monitoring to help protect the public and employees by limiting contact. Other categories for the sub grantee includes staffing, supplies and voting processes. One final survey is in process to verify no equipment was purchased with grant funds.

**Provide a breakdown of aggregate subawards expenditures across major categories.**

Voting Equipment : \$0.00  
Communications : \$246,793.00  
Security : \$221,410.00  
Other (Specify above) : \$7,088,445.00  

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Total : \$7556648

**12. Match:**

**Describe how you are meeting or have met the matching requirement.**

The Commonwealth appropriated the required cash match for the federal award.

**13. Report on the number and type of articles of voting equipment obtained with the funds. Include the amount expended on the expenditure table.**

NA

**14. Impact:**

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

The successful Congressional Primary and November Election during the pandemic showed the Virginia election community adaptability and votes adjustment to change. Virginia amended its voting rules to allow easier/safer voter participation. Based on public participation some voting changes were made permanent to allow for continue increase in participation rate. An additional benefit was an increase in the number of new pool workers and more citizens understanding of the election process. Shortfalls was the election infrastructure related to supplies, U.S. postal service and other resources needed to conduct national elections with competition among states.

**15. 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? What are some areas of potential improvement?**

Virginia made changes to some of its voting rules to facilitate returning of ballots and when voting can occur. Broaden engagement with vendors from both a state and local level outside of normal supply chain related to elections. Funding procedures development to ensure a fair and equitable disbursement of funds. Policy for collecting data from sub grantees and accounting of funds spent.

**Login Capture**

**5. Expenditures**

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**16. CARES COST CATEGORIES - FEDERAL**

Supplies: : \$1355263  
Subgrants: : \$7556648  
Voter Education/Communications: : \$92644  

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Total : \$9004555

**Comments:**

**17. CARES COST CATEGORIES - MATCH**

Subgrants: : \$1511330  
Voter Education/Communications: : \$71545

Supplies : \$218041

Total : \$1800916

Comments:

## 7. Expenditures

### 18. Confirm Total CARES Expenditure Amounts

Federal : \$9,004,555.00

Match : \$1,800,916.00

Total : \$10805471

OMB CONTROL NUMBER: 3265-0020

## 8. Certification

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

**First Name**

Kevin

**Last Name**

Hill

**Title**

Business Manager

**Phone Number**

**Email Address**

19. Add another contact to send a copy of submission confirmation and edit link?

Signature of Certifying Official:



Signature of: Kevin A Hill

## 9. Report Submitted to EAC



**Thank you. Your Final (Start of Grant - End) progress report for CARES has been submitted to the EAC. Please keep the PDF download of your submission as grant record.**

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