

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) VI20101CARES			
3. Recipient Organization (Name and complete address including Zip code) Elections System of the Virgin Islands 93 Sunny Isles Anx Ste AB, Christiansted, VI 00823							
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					\$600,000.00		
b. Cash Disbursements					\$553,385.11		
c. Cash on Hand (line a minus b)					\$46,614.89		
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized					\$600,000.00		
e. Federal share of expenditures					\$553,385.11		
f. Federal share of unliquidated obligations					\$46,614.89		
g. Total Federal share (sum of lines e and f)					\$600,000.00		
h. Unobligated balance of Federal funds (line d minus g)					\$0.00		
Recipient Share:							
i. Total recipient share required					\$0.00		
j. Recipient share of expenditures					\$0.00		
k. Remaining recipient share to be provided (line i minus j)					\$0.00		
Program Income:							
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: Total Cash on Hand is \$46,614.89. These funds have been encumbered and pending process of a Personnel Action as Fringe Benefits,							
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 Fawkes, Caroline Supervisor				c. Telephone (Area code, number, and extension) d. Email Address			
b. Signature of Authorized Certifying Official Fawkes, Caroline				e. Date Report Submitted (Month, Day, Year) March 2, 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 : VI20101CARES

Recipient Organization : Elections System of the Virgin Islands
93 Sunny Isles Anx Ste AB, Christiansted, VI 00823

DUNS Number :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : Total Cash on Hand is \$46,614.89. These funds have been encumbered and pending process of a Personnel Action as Fringe Benefits, based on the two (2) week pay period cycle. Once this process is completed, the Close Out Process will commence and anticipated to be closed out by mid to end of March 2021.

Total Federal Income Earned: \$0.00
 Program income expended in accordance with the deduction alternative: \$0.00
 Program income expended in accordance with the addition alternative: \$0.00
 Unexpected program income: \$0.00

NOTE TO FILE:

From: Calvert Birmingham
 Sent: Tuesday, March 2, 2021 5:48 PM
 To: Caroline Fawkes; Melva Brown; Arlene James
 Subject: RE: [EXTERNAL MAIL]Returned your FFR

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EAC Progress Report

Response ID:130 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:

Virgin Islands

2. Grant Number:

V120101CARES

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

Elections System Of The Vi

Street Address

93 Sunny Isles Anx Ste Ab,

City

Christiansted

State

VI

Zip

00851

4. Progress and Narrative

10. CARES Grant Specific:

Describe how you used the funds to address the pandemic.

During this reporting period, the COVID-19 pandemic directly impacted the daily operations of the Virgin Islands Government (VIG). Governor Albert A. Bryan, Jr. declared a State of Emergency which included a Stay-at-Home Order, and mandated citizens adhere to the Center for Disease Control (CDC) guidelines. Many businesses were ordered closed and/or allowed to provide services at very limited levels. Subsequently, as the mandates were eased, employees resumed "in office" work, but on staggered shifts. VIG's employees were encouraged to adhere to the Government's newly implemented Tele-Work Policy (work from home). With the CARES Act, The Elections Systems of the Virgin Islands (ESVI) received a \$600,000 award with EAC guidelines for these funds to be fully expended for the Territory's 2020 Primary and General Elections. There is no Local Match required. Additionally, the 33rd Legislature of the Virgin Islands passed legislation which allowed voters to cast their votes via Absentee Ballots. Both Federal and Local mandates required the installation of plexiglass protectors, hand washing stations, Personal Protection Equipment (PPE's), and the installation of COVID-19 signage at each of ESVI's facilities. The ESVI had to expend funds for deep cleaning and sanitization, cleaning supplies, and other related equipment for staff, poll workers, and other related equipment for use at polling sites during the Primary and General Elections. With the passage of this legislation, and to ensure no voter was disenfranchised, ESVI saw an increase in associated mailing costs and printing costs for Absentee ballots.

As the health and safety of all stakeholders remains top priority, ESVI reviewed existing protocols which included direct focus on key areas such as the increased costs in the mailing out of voting ballots (printing, envelopes, and postage), heightened

community awareness and engagement of all voting options available for voters to cast their votes. This information was heavily promoted via radio, television, print, ESVI's website, and social media. Also, due to the pandemic, ESVI recognized the need to purchase PPEs for all stakeholders (to include additional staff, poll workers, and security officers), the need for additional staffing and related training to ensure adherence to CDC and local guidelines during elections (Primary and General), along with other related equipment.

During this election cycle, seven (7) major voting activities were held; 1 & 2) Early Voting (Primary and General), 3&4) Extended Early Voting (Primary and General), 5) Absentee Ballot Processes, 6) Primary Election and 7) General Election. These activities took place in 2 districts (in one district, transportation to one island (where there are multiple polling sites) is only accessible via boat. Prospective political candidates were required to adhere to filing guidelines.

- To ensure the safety of all stakeholders, additional personnel were hired to during elections to ensure voters followed CDC and local guidelines. This was during community engagement activities, ESVI offices and polling sites. Additionally, ESVI successfully conducted and completed mandatory training on how to maintain a safe environment for all voters during the elections. The additional staff performed duties such as ensuring voters used the designated portable hand washing stations prior to entering a voting site, perform temperature checks and log results, issue necessary PPE's (face masks, face shields, hand sanitizers, thermal scanners, antibacterial wipes, antibacterial spray, etc.), issued instruments in which to cast his/her votes, proper sanitization of voting equipment (prior and post use by each voter). It is imperative to note, these additional staff were hired to ensure the ESVI followed all mandates relative to the pandemic only. Due to the Governor Albert Bryan, Jr. and the Virgin Islands Department of Health's mandates for government employees to remain at home and/or work from home, the ESVI has fully expended all CARES ACT funding and is currently in the account reconciliation process. It is important to note, due to employees being on staggered work schedules, this process will take a longer time to complete than expected.

To aptly address these costs during the pandemic, the ESVI expended the CARES Act Funding for Voting Processes (\$140,000.00), Staffing (\$150,000.00), Security and Training, (\$50,000.00), Communications (\$85,000.00), and Supplies (\$175,000.00).

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

The CDC guidelines required social distances of voters, election personnel worktables/stations, and machines. This caused the voting site considerable decrease in square footage versus pre-pandemic times. Conversely, there was also limited voting machines which created long lines for voters.

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

See below.

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.

During this election cycle, the entire CARES Act grant award was used to prepare, prevent, and respond to the COVID-19 pandemic throughout the Territory. Throughout this election cycle, this has remained our tenet. A full description of how these funds were expended is noted under both Section 10 and additional highlights below:

- April 8, April 14, April 21, April 28, and May 5, 2020: Special Board Meetings were held specifically to proactively address the COVID-19 pandemic during this election cycle. These COVID-19 related meetings incurred additional professional services of a Stenographer to record the minutes of each meeting. These meetings are in addition to the traditional Board meetings held on a Quarterly basis. This additional cost of over \$2,300.

- May 2020: Electoral candidates official filing period required special services to include prospective candidates filing via online process. However, candidates had to collect their nomination packages via in-person approach at all ESVI offices throughout the Territory. To achieve this, all stakeholders had to adhere to federal and local mandates.

- June 2020 to November 2020: As the offices were closed due to Governor Bryan's mandate, ESVI conducted several Community Outreach Programs which raised awareness on upcoming elections. A media blitz was conducted to inform voters on voting rights, options, and encouraged voters' participation in the upcoming elections. These media campaigns also targeted non-voters who were interested in registering to vote.
- June 2020 to December 2020: Special and cleaning sanitization of ESVI offices in conjunction with COVID-19 guidelines.
- June 2020 to December 2020: With increased federal and local guidelines, ESVI had to purchase additional supplies to readily address the COVID-19 federal and local guidelines and those of our stakeholders.
- During the months of July and October 2020, Absentee Ballots were mailed to voters residing throughout the Territory, the U.S. mainland, and in the U.S. Armed Forces.
- July 2020 and October 2020: Special Trainings with emphasis on COVID-19's CDC and local guidelines were held for additional staff needed to work during the elections.
- July 6 to 26, 2020 and October 5 to 25, 2020: Due to the small spaced/size of the ESVI's office on the island of St. Thomas and direct correlation with the pandemic, Early Voting activities for both the Primary and General Elections was relocated to the Charlotte Amalie High School Gymnasium. This relocation of these activities resulted in increased pandemic-related costs.
- July 6 to 26, 2020 to October 5 to 25, 2020: To accommodate the influx of voters during the pandemic, while adhering to federal and local guidelines, Early Voting was extended by two weeks for the Primary Elections, and by two weeks for the General Elections. These activities were Territory-wide.
- July 10 to July 19, 2020: ESVI offices throughout the Territory were closed after a stakeholder tested positive for the COVID-19 virus. Special deep cleaning and sanitization services were an expected additional cost of over \$5000 for this and other related services.
- October 2020: Due to the limited personnel, a Program Coordinator was hired to perform grant-related work.
- July and October 2020: Special sanitization and cleaning of polling site pre-and post-elections (Primary and General).
- August and November 2020: Due to COVID-19 Federal and Local guidelines, stakeholders (to include Candidates) were denied access to ESVI offices throughout the Territory. This posed a challenge to the traditional approach of Candidates and Supporters physical participation of the reading/hearing the results in real-time. During both the Primary and Election nights, and to ensure the process was transparent to all stakeholders, all were able to engage/participate via virtual broadcast. This special service incurred an additional of \$15,000.

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.

- August and November 2020: Due to social distance requirements and space limitations, additional polling sites had to be acquired, i.e., The St. Dunstan's High School (located in the District of St. Croix), and the University of the Virgin Islands' Sports and Fitness Center Facility (located in the District of St. Thomas). ESVI had to lease these facilities at an additional cost of \$5,581.19. The Lessor also informed the ESVI that General Liability Insurance Coverage had to be purchased, which is included in the aforementioned costs. With these additional facilities, additional voting related equipment and supplies due to the pandemic were needed.
- July 10 to July 19, 2020: ESVI offices throughout the Territory were closed after a stakeholder tested positive for the COVID-19 virus. Special deep cleaning and sanitization services were an expected additional cost of over \$15,000 for this, and other related services. Also, during this reporting period there was an increase in the number of ESVI Board meetings with

stakeholders for COVID-19 pandemic-related Strategic Planning and Execution during this election cycle. There were additional costs which funds were utilized for various services to include the use of Stenographers to record these special sessions.

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.

N/A.

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.

It is imperative to note that due to the pandemic, the Federal guidelines, and the Local mandates (stay/work from home) in preparation for both Primary and General Elections, ESVI purchased laptop computers and related equipment so that all Board Members, Management and Staff could participate in virtual Elections 2020 planning and logistics meetings and perform work remotely. The ESVI acquired the following equipment which were used pre- and during Elections throughout the Territory.

5 – Microsoft Surface Pro 7

10 – Dell Inspiron 3583

12 – Dell Latitude 7070 Micro XCTO

2 – Brothers MFC-L890CW Photo Copiers

The ESVI recognized the need to ensure all Voting Processes, Staffing, Security and Training, Communications and Supplies were critical components of elections activities, as outlined below:

Expenditure Table

Funding for Voting Processes: \$140,000.00

Including additional costs for printing and mailing of ballots,
Ballot tracking software, high speed scanners, and letter opening.

Equipment, mail drop boxes, hardware and software associated with
Signature comparison of returned ballots

Staffing: \$150,000.00

Additional poll workers, election office staff diverted to
Pandemic response, temporary staff

Security and Training: \$50,000.00

Security for additional absentee or mail drop-boxes, pre- and post-election, cleaning of polling places, staff and poll worker training on prevention processes

Communications: \$85,000.00

Notifying public of changes in registration, ballot request options, precautions or voting procedures.

Supplies: \$175,000.00

Additional laptops, Mobile IT equipment, cleaning supplies, masks

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

Otherwise enter - no security training conducted during this period.

The COVID-19 pandemic required the ESVI to conduct Security Training which was necessary for personnel who were assigned at the voting sites during Primary and General Elections. During these voting activities, approximately 40 poll workers who directly worked with the e-Poll Book instruments, received this mandatory training. These Security trainings were held during the months of July and October 2020, respectively.

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.

N/A.

19. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

Match not required.

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.

Due to the Federal and Local COVID-19 related mandates, to include the shut down of Government operations and businesses, the Stay at Home Order, and the Virgin Islands Government Employees TeleWork Policy which employees require employees to perform their respective duties via staggered work schedules; it has been an issue reconciling the accounts for this account. The funds have been fully expended and ESVI will continue to work with the VI Government's Department of Finance and Office of Management and Budget towards finalizing this process.

21. Upcoming Activities:

Provide a timeline and description of upcoming activities.

The sole upcoming activity for the ESVI is the closeout of encumbrments by March 15, 2021 followed by the close-out process.

5. Expenditures

22. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$140,000.00	\$0.00
Staffing:	\$150,000.00	
Security and Training:	\$50,000.00	
Communications:	\$85,000.00	
Supplies:	\$175,000.00	
Total	\$600,000.00	

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Caroline

Last Name

Fawkes

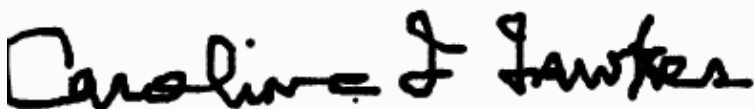
Title

Supervisor

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Caroline F. Fawkes

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.
