

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) WI20101CARES			
3. Recipient Organization (Name and complete address including Zip code) Elections Commission, Wisconsin 212 E Washington Ave Fl 3, Madison, WI 537034232							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type	7. Basis of Accounting		
				<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period (Month, Day, Year) From: March 28, 2020				9. Reporting Period End Date (Month, Day, Year) December 31, 2020			
To: 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					\$7,362,345.00		
b. Cash Disbursements					\$7,362,345.00		
c. Cash on Hand (line a minus b)					\$0.00		
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized					\$7,362,345.00		
e. Federal share of expenditures					\$7,362,345.00		
f. Federal share of unliquidated obligations					\$0.00		
g. Total Federal share (sum of lines e and f)					\$7,362,345.00		
h. Unobligated balance of Federal funds (line d minus g)					\$0.00		
Recipient Share:							
i. Total recipient share required					\$1,472,469.00		
j. Recipient share of expenditures					\$1,472,469.00		
k. Remaining recipient share to be provided (line i minus j)					\$0.00		
Program Income:							
l. Total Federal share of program income earned					\$4,084.22		
m. Program income expended in accordance with the deduction alternative					\$0.00		
n. Program income expended in accordance with the addition alternative					\$4,084.22		
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
	Final	10	March 28, 2020	December 31, 2020	\$6,080,568.82	\$608,056.88	\$608,056.88
g. Totals:					\$6,080,568.82	\$608,056.88	\$608,056.88
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Per EAC, we are allocating \$15,637.62 of our previously allocated State Match as Federal Expenditures.							
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					c. Telephone (Area code, number, and extension)		
Billingham, Julia WEC Senior Accountant					d. Email Address		
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)		
Billingham, Julia					May 5, 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/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

FEDERAL FINANCIAL REPORT

(Additional Page)

Federal Agency & Organization : ELECTION ASSISTANCE COMMISSION

Federal Grant ID : WI20101CARES

Recipient Organization : Elections Commission, Wisconsin
212 E Washington Ave Fl 3, Madison, WI 537034232

DUNS Number :

DUNS Status when Certified :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : Per EAC, we are allocating \$15,637.62 of our previously allocated State Match as Federal Expenditures.

We have met our Match from our existing budget authority, so we did not earn interest on our state share.

State interest earned in current year \$0
State interest expended in current year \$0
Program income earned in current year \$0
Source(s) of program income earned N/A
Program income expended \$0

Federal Agency Review

Reviewer Name

Phone #

Email

Review Date

Review Comments

2020-2021 EAC Progress Report

1. Login

3. EAC Progress Report

1. State or Territory:

Wisconsin

2. Grant Number:

WI20101CARES-01

3. Report:

Final (Start of Grant - End)

4. Grant:

Please select only one.

CARES

5. Reporting Period Start Date

03/28/2020

6. Reporting Period End Date

12/31/2020

7. Recipient Organization:

Organization Name

Wisconsin Elections Commission

Street Address

212 East Washington Ave, 3rd Floor

City

Madison

State

WI

Zip

53707

4. Progress and Narrative

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.

Please see details below.

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.

Wisconsin used its 2020 HAVA CARES funds to prepare and respond to the coronavirus crisis as it relates to the 2020 federal election cycle. The Wisconsin Elections Commission (WEC) implemented subgrant programs for local elections officials (municipal and county), coordinated the purchase and distribution of personal protective equipment (PPE) and sanitation supplies for over 1,922 local elections officials, assisted clerks with poll worker recruitment through multiple public facing campaigns, sent an informational mailer to 2.6 million registered voters about voting options and the absentee application process for the November election, and provided updates to the WEC's statewide voter registration system and online absentee request portal to incorporate Intelligent Mail Barcodes into each absentee voting record to allow voters to track their ballot not only through the MyVote website but also through the U.S. Postal delivery process.

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

Conducting elections during the COVID-19 pandemic presented significant challenges. The April election in Wisconsin was the first statewide election that occurred during a COVID-19 pandemic "stay at home" order. Complicating the environment, Wisconsin is also the most decentralized state for election administration. This meant the state's 1,850 municipal and 72 county election officials had to adapt to rapidly evolving court rulings, public health guidance, and voter behavior shifts towards voting absentee by mail during the entire 2020 federal election cycle.

Health and safety concerns led to a nationwide shortage of sanitation supplies and personal protective equipment (PPE). These health and safety concerns additionally created a statewide poll worker shortage for in person voting at critical moments throughout the year. These concerns plus the shortages led clerks to complete last-minute polling place consolidations, which

training events were supplemented with interactive training tutorials for municipal clerks on election and cyber security topics. These tutorials were incorporated into the WisVote learning center and were required for new users prior to gaining access to the system. There were over 275 clerks that attended virtual training.

WEC staff continues to work with county clerks to aid in the facilitation of this training, providing both staffing and materials resources. Training materials are housed on the WEC Learning Center website and include all necessary documents to conduct an exercise, in addition to supplemental documents like an Election Day Emergency Response Plan template, a Communications Plan template, and a memorandum to governing bodies regarding the importance of election security. Based on the abundance of positive feedback from elections officials across the State, we believe this training model was a success and are currently in the process of outlining our plan going forward to improve and enhance the election security TTX training model for the next calendar year.

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 Wisconsin Elections Commission implemented two subgrant programs to assist municipalities and counties.

On June 17, 2020, WEC released the WEC CARES Subgrant program for pandemic relief to our 1,850 municipalities. The WEC CARES Subgrant provided funds to municipalities to offset costs related to administering the 2020 federal elections during the COVID-19 pandemic. These costs included additional absentee ballot supplies, printing, and postage, cleaning supplies, protective equipment, absentee ballot drop-boxes, additional space, and other equipment necessary to confront the challenges of administering elections during a pandemic. In total, 1,241 municipalities applied for this subgrant and WEC disbursed \$3,556,142.00 to the municipalities.

By the terms of the WEC CARES Subgrant, municipalities were required to provide a final report due December 1, 2020 which categorized their use of their subgrant award. The categories under which they reported were:

1. Ballot Supplies, Printing, and Postage.
2. Cleaning and Protective Equipment.
3. Additional Staffing.
4. Public Communications.
5. Absentee Ballot Drop-Boxes.
6. Additional Space Leasing; and
7. Equipment Costs Equal to or Greater than \$5,000 per unit.

Any unused funds were to be returned to WEC on or before December 15, 2020, and a total of \$7,167.73 unspent funds were returned.

On November 9, 2020, the WEC initiated the County CARES for Elections Subgrant Reimbursement Program. Each of Wisconsin's 72 counties were eligible for reimbursement of up to \$10,000.00 per county to cover unbudgeted 2020 federal election costs due to the pandemic. The deadline for reimbursement requests was December 11, 2020. As of the due date, 39 counties submitted requests for reimbursement, and WEC disbursed \$277,029.87 to those counties via this subgrant program.

The categories that were provided in the original subgrant agreements are provided below.

WEC CARES Subgrant to Municipalities:

Purpose and Use of Funds. The CARES Act makes clear that grant funds are for ADDITIONAL costs associated with the national emergency related to coronavirus and are to be spent "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle."

Additional costs are those incurred outside of the jurisdiction's budgeted costs for the 2020 federal elections or those costs that are solely incurred due to the pandemic. For the purpose of this subgrant, those allowable uses span the period January 20, 2020 through November 30, 2020 and include the seven following categories:

1. ADDITIONAL BALLOT SUPPLIES, PRINTING, AND POSTAGE COSTS for higher levels of absentee or vote by mail processes, including printers, scanners, and envelope openers costing less than \$5000 per unit.
2. ADDITIONAL CLEANING SUPPLIES, CLEANING SERVICES AND PROTECTIVE EQUIPMENT including additional disinfectants, wipes, paper towels, deep cleaning services for polling places pre- and post-election, masks, gloves, gowns, face shields, plexiglass, thermometers and other equipment for staff and poll workers' virus protection for in-person absentee voting sites, election day polling places and absentee central-count locations.
3. ADDITIONAL STAFFING FOR PROCESSING of higher levels of absentee ballot requests and absentee ballot tabulation, as expanded hours, overtime, Hazard Pay and associated benefits costs for election staff and poll workers or unbudgeted temporary election staff or poll workers and for additional staffing for cleaning polling locations and creating other protective measures.
4. ADDITIONAL MAILINGS FOR PUBLIC COMMUNICATION of changes in registration, absentee ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.
5. ADDITIONAL ABSENTEE DROP-BOXES, installation, and security.
6. ADDITIONAL SPACE LEASING for new polling places when existing sites are closed or relocated due to the pandemic.
7. ACQUISITION OF ADDITIONAL EQUIPMENT necessary to process the higher volume of absentee ballots. This includes new automated letter opening equipment, paper folding machines, high speed or central count tabulators, and mobile IT equipment. (This "Equipment" category defined as costing equal or greater than \$5000 per unit. Equipment costs less than \$5000 should instead be reported under the applicable category above, most likely Additional Ballot Supplies. Additional reporting and documentation are required for allowable equipment purchases as outlined in the below referenced CFR sections.) Per the Code of Federal Regulations, Title 2 (2 CFR) §200.33:

"Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies."

County CARES for Elections Reimbursement Subgrant:

Purpose of Funds. The CARES Act makes clear that grant funds are for ADDITIONAL costs associated with the national emergency related to coronavirus and are to be spent "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle." Additional costs are those incurred outside of the jurisdiction's budgeted costs for the 2020 federal elections or election costs that are solely incurred due to the pandemic. Not reimbursable are expenditures that have or will be subsidized by another source (e.g. municipalities, FEMA, Routes to Recovery, possible recount) or for supplies that WEC has provided. Commission staff will award subgrant reimbursements up to \$10,000 per county. For the purpose of this subgrant, those allowable uses span the period January 20, 2020 through November 30, 2020 and include the six following categories:

A. ADDITIONAL BALLOT COSTS for supporting municipalities with higher levels of absentee vote by mail processes, including ballot supplies, printing, postage, mail drop-boxes, the installation and security of those drop-boxes, and printers, scanners, envelope openers, and paper folding equipment costing less than \$5000 per unit.

B. ADDITIONAL CLEANING SUPPLIES, CLEANING SERVICES AND PROTECTIVE EQUIPMENT for elections, including additional disinfectants, wipes, paper towels, deep cleaning services for polling places pre- and post-election, masks, gloves, gowns, face shields, plexiglass, thermometers and other equipment for staff and poll workers' virus protection for in-person absentee voting sites, election day polling places and absentee central-count locations.

C. ADDITIONAL ELECTION STAFFING for supporting municipalities in the processing of higher levels of absentee ballot requests and absentee ballot tabulation, for training and time to prepare for and to cover vacancies at municipal polling places, expanded hours and overtime diverted to elections, Hazard Pay and associated benefits costs for election staff and poll workers or unbudgeted temporary election staff or poll workers and for additional staffing for cleaning polling locations and creating other protective measures. Also includes time and mileage (reimbursed at no greater than the federal mileage reimbursement rate of \$0.575 per mile) spent to distribute PPE and other safety equipment to municipalities.

D. ADDITIONAL MAILINGS FOR COMMUNICATIONS to public and to municipalities concerning changes in registration, absentee ballot request options, or voting procedures, including information on coronavirus precautions being implemented during the voting process.

E. ADDITIONAL SPACE LEASING for new polling places when existing sites are closed or relocated due to the pandemic or for other space leasing needed for the elections and due to the pandemic.

F. ACQUISITION OF ADDITIONAL EQUIPMENT necessary to process the higher volume of absentee ballots, including high speed or central count tabulators. (This "Equipment" category defined as costing equal or greater than \$5000 per unit. Equipment costs less than \$5000 should instead be reported under Additional Ballot Supplies. Additional reporting and documentation are required for allowable equipment purchases as outlined in the below referenced CFR sections.) Per the Code of Federal Regulations, Title 2 (2 CFR) §200.33:

"Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies."

12. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

Of our \$1,472,469 match requirement, the WEC expended \$533,062 directly and our subgrantees expended the \$939,407 balance. The WEC met our match from our existing budget authority, so we did not earn interest on our state share. Of our direct match expended, 54% was spent on staff salaries and fringe as they worked on CARES activities, 28% was spent on communications, mainly our absentee mailer project to registered voters but also a Zoom subscription service for our Election Communication public meetings and for press opportunities with our Administrator and Public Information Officer, 13% on supporting the municipalities in their voting processes such as by printing and distributing materials to be used at polling locations addressing social distancing and mask expectations, and 5% was spent on supplies such as painters tape for social distancing, as our state had purchased and paid for all personal protective equipment and other safety equipment that was distributed to our municipalities.

For the \$939,407 that our municipality and county subgrantees contributed towards our match, those funds were voluntarily reported to us as their COVID related expenditures above their given subgrant award amount for which they had not and were not going to be receiving reimbursement for through other means, such as through FEMA or our state Routes to Recovery subgrant. (The state Routes to Recovery subgrant had ended by the time of our final subgrant report (for the municipalities) or our request for reimbursement (for the counties)). All the subgrant reported expenditures fit within even more narrowly written categories of expenditures than the federal CARES allowable expenditures. Neither of our subgrant programs issued carried a required match requirement. The complete overspend that our subgrantee partners reported was \$1,327,801, but we are only using the above stated portion of \$939,407 that towards our match.

13. Impact:

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

The Wisconsin Elections Commission's approach to ensuring safe, secure, and transparent elections during a global pandemic was successful. To address the nationwide shortage of sanitation supplies and PPE needed for in-person voting, WEC worked with county and municipal clerks, along with multiple state partners to ensure in person voting could occur with public health guidance being met. These partnerships additionally helped to address and aid the shortage of poll works and the last-minute consolidation of polling places for clerks. While the influx of absentees was accommodated through short notice thoughtful changes were made to WisVote and MyVote, alleviating strain on the system and ensuring functionality was maintained. Providing voters with reliable and clear guidance was met with the mailer project that helped almost 40,000 voters have their vote counted on election day. Lastly, the WEC provided subgrants to our local elections officials to ensure they had the resources needed to offset costs related to administering the 2020 federal elections during the COVID 19 pandemic. While there were challenges along the way, the overall needs of Wisconsin voters were met, and the 2020 cycle was successful.

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?

The Wisconsin Elections Commission spent significant time and attention over the past three years focusing on election security challenges related to cyber security efforts. Those efforts sharpened the ability of the WEC and local election officials to react to fast-moving developments, the rapid onset of the COVID-19 pandemic quickly and dramatically shifted the focus of emergency planning and responses.

Throughout the public health crisis and election preparations, the WEC staff and clerks overcame numerous challenges in order to serve Wisconsin voters, recognizing their roles as administrators of an election with some factors beyond their control. This report documents the issues which arose, and the ways in which 2020 CARES Act helped address those issues. Due to COVID-19, there were several changes in duties and additional responsibilities in addition to the high volume of work it normally takes to conduct an election. As with each initiative of the WEC and local election officials, the ultimate focus is on the experience of each individual voter and their ability and opportunities to participate in their democracy.

While the administration of the 2020 federal elections cycle was challenging in many respects, there can be no doubt that WEC staff and its many partners made extraordinary efforts to assist in the administration of the 2020 federal elections cycle. County and municipal clerks across the state showed amazing flexibility and dedication to ensure resources could be used in the most efficient manner, while considering the health and safety of voters and election officials. The WEC appreciates the continual assistance and cooperation of its partner agencies at the federal and state levels, the Wisconsin National Guard and State Emergency Operations Center, county and municipal clerks, poll workers and voters who made the 2020 federal elections cycle a success in the face of uncertainty. With these partners, the WEC will continue to evaluate lessons learned and to research and implement additional measures to improve the administration of future elections.

5. Expenditures

15. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$2,927,706.80	\$173,836.70
Staffing:	\$839,254.28	\$289,139.76
Security and Training:		
Communications:	\$2,460,142.54	\$44,330.43
Supplies:	\$527,184.50	\$25,755.08
Total	\$7,362,345.00	\$1,472,469.00
Indirect Costs	\$608,056.88	
Subgrantees' Reported Overspend (/Match Contribution)		\$939,407.03
Others (describe)		\$0.00

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Julia

Last Name

Billingham

Title

Senior Accountant

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Julia Billingham

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.