

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) WY20101CARES			
3. Recipient Organization (Name and complete address including Zip code) SECRETARY OF STATE, WYOMING STATE CAPITOL BLDG 200 W 24TH ST, CHEYENNE, WY 820020001							
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 checked="" type="checkbox"/> Annual <input 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					\$3,000,000.00		
b. Cash Disbursements					\$948,730.93		
c. Cash on Hand (line a minus b)					\$2,051,269.07		
<i>(Use lines d-o for single grant reporting)</i>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized					\$3,000,000.00		
e. Federal share of expenditures					\$948,730.93		
f. Federal share of unliquidated obligations					\$0.00		
g. Total Federal share (sum of lines e and f)					\$948,730.93		
h. Unobligated balance of Federal funds (line d minus g)					\$2,051,269.07		
Recipient Share:							
i. Total recipient share required					\$600,000.00		
j. Recipient share of expenditures					\$189,953.95		
k. Remaining recipient share to be provided (line i minus j)					\$410,046.05		
Program Income:							
l. Total Federal share of program income earned					\$45,978.81		
m. Program income expended in accordance with the deduction alternative					\$0.00		
n. Program income expended in accordance with the addition alternative					\$45,978.81		
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: State Interest Earned: \$0.00 - State Interest Expended: \$0.00 - Program Income Earned: \$0.00 - Program Income Earned Breakdown:							
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)			
Wheeler, Karen							
Deputy Secretary of State				d. Email Address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
Wheeler, Karen				March 23, 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 : WY20101CARES

Recipient Organization : SECRETARY OF STATE, WYOMING
STATE CAPITOL BLDG 200 W 24TH ST, CHEYENNE, WY 820020001

DUNS Number :

DUNS Status when Certified :

EIN :

Reporting Period End Date : December 31, 2020

Status : Awarding Agency Approval

Remarks : State Interest Earned: \$0.00 - State Interest Expended: \$0.00 - Program Income
Earned: \$0.00 - Program Income Earned Breakdown: N/A - Program Income
Expended: \$0.00

Federal Agency Review

Reviewer Name : Garza, Risa

Phone # :

Email :

Review Date : March 23, 2021

Review Comments :

EAC Progress Report

Response ID:173 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:

Wyoming

2. Grant Number:

WY20101CARES

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

Wyoming Secretary Of State

Street Address

122 West 25th Street, Suite 100

City

Cheyenne

State

WY

Zip

82002

4. Progress and Narrative

10. CARES Grant Specific:

Describe how you used the funds to address the pandemic.

As noted in the previous reports, funding was used for many items to assist with conducting an election during this pandemic - everything from social distancing signage and PPE, to additional ballot envelopes, voting equipment hardware, and higher wages for poll workers. This reporting period is no different than previous reporting periods, although funding has been primarily spent on reimbursing counties for purchases they made related to the 2020 General election and the pandemic.

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

The pandemic brought many challenges to bear on all election officials across Wyoming, not to mention voters. One of the greatest challenges was, and continues to be, preserving voter confidence, the integrity of the election and defending the validity of absentee ballots as used in Wyoming. Attaining and distributing all of the PPE to our counties proved to be a huge task as the variables were based on the number of poll workers being used in each county, which was a moving target since many poll workers would not commit due to concerns related to COVID-19. To that point, poll worker recruitment was one of the more difficult tasks for our county clerks and continued to be through the General Election.

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

As previously mentioned, funds expended during this reporting period were primarily for reimbursements to counties for election expenses associated with the COVID-19 pandemic.

Voting process: reimbursements were related to absentees: postage increase due to higher volume of requests; actual printing of significantly more ballots for absentees; processing supplies (barcode reader, scoring/folding, glue etc.). An additional expense was directly related to HAVA compliance by providing restrooms at a polling location, which was prohibiting access to its restrooms due to COVID-19.

Staffing: reimbursements were made for election judge hazard pay; absentee counting board additional wages; cleaning staff; and temporary personnel for processing absentees.

Communications: reimbursements were made to counties for advertising costs to inform voters of safe methods to cast their ballots due to COVID-19, to include absentee voting; polling place signage encouraging social distancing; and the printing and postage for polling location move cards sent to voters.

No expenditures were made in regards to Security and Training and a minimal reimbursement was made in the Supplies category.

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.

In regards to a timeline and description of project activities and how they met HAVA requirements and conformed to the program narrative, I offer the following. In early May of 2020, we began work on designing an informational mailer to go out to every registered voter in Wyoming. The mailer informed voters of their options on how to vote safely in the upcoming primary and general election and included an absentee ballot request. The mailer was completed by the end of May and was successfully delivered to all registered voters by June 1, 2020. Simultaneously, we ordered additional absentee envelopes for counties since they were all receiving absentee requests in record-high quantities. These absentee envelopes were delivered to most counties by the end of June and by early July for the remaining.

In early June through the first week of August, we purchased and delivered PPE (hand sanitizer, disinfectants, masks, gloves, signage and sneeze guards (plexiglass shields) to all counties for our Primary Election. We also purchased pens for voters to use and throw away or take with them after voting and straws to be used on our ExpressVote machines (Touchscreens).

Additional absentee ballots that were above and beyond a county's typical election cycle were provided by way of reimbursement between the months of September 2020 through January 2021.

Our program narrative listed the following activities for which the fund were to be used:

* Mailers: Educational materials

o Absentee requests

o Voter registration forms

* Additional Supplies:

o Absentee ballots

o Absentee ballot envelopes

o Materials needed for appropriate social distancing

o Hand sanitizer & other CDC recommendations

*Fund any additional equipment or activities that will ensure a safe and secure 2020 Election.

All of the above was addressed with the use of the grant funds, however, due to concerns expressed by the EAC, we chose to reimburse Wyoming's CARES Act account for some of the equipment and election-related materials. See below for a more detailed description. All-in-all, we were able to use the funds to secure for our counties a safe and secure voting environment during the pandemic.

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.

Prior to the General Election, the EAC commented about the use of CARES Act funds for the purchase of election-related items and the subsequent use of those items outside of a federal election. This information was concerning to Wyoming as the items in question were likely to be used for all elections, which would include those without a federal contest. The items being questioned by the EAC had already been purchased with CARES Act funds. These same expenditures had also already been reported.

Because there was no clear guidance provided by the EAC, and in order to mitigate these issues, our Office chose to reimburse Wyoming's CARES Act funding for specific purchases, which had already been paid or reimbursed, in an effort to ensure that counties could continue to utilize those purchases for non-federal elections. Examples include ballot drop boxes, specific pieces of hardware to assist with processing absentee ballots (ballot joggers), ballot stock; voting booths; letter openers; ballot on demand printing systems; etc.

In addition to the items noted above, Wyoming was facing an impossible issue, that being meeting the 20% match for

expenditures. Again, in order to mitigate this risk, our Office chose to reimburse Wyoming's CARES Act funding for postage for communications sent in May 2020.

The amount of match monies previously reported for both the Post-Primary and Post-General elections reporting periods were reported incorrectly due to a misunderstanding in how the match was to be reported. Match funds were allocated to specific cost categories when, instead, they should have been reported under a single cost category, that being Communications.

Lastly, a typographical error was identified in the post-primary report, Communications category.

Based on the above items, the expenditures reported for the Post-Primary 2020 report and the Post-General report need to be updated (the information below REPLACES the previously filed expenditure reports):

Post-Primary 2020 Report:

Category Federal Match
Voting Processes \$77,863.18
Staffing \$0
Security and Training \$2,554.44
Communications \$52,703.56 \$68,553.04
Supplies \$275,445.12
Other: Marking Devices \$58,687.92
Other: PPL Signage \$242,973.59

Post-General 2020 Report:

Category Federal Match
Voting Processes \$20,409.20
Staffing \$62,766.38
Security and Training \$2,585.24
Communications \$14,936.53 \$121,400.91
Supplies \$6,485.45
Other: Signage \$2,742.60

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.

No articles of voting equipment purchased during this period. Please reference the section above about significant changes to our program during the course of the project for detailed information.

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.

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.

The state match requirement proved to be an additional challenge for Wyoming during the 2020 election. All states are experiencing the economic crisis brought on by the pandemic. However, in Wyoming, we are also faced with a crisis in the mineral industry, which is our state's major source of revenue. The two crises combined has led to massive budget cuts in all state agencies, including the Wyoming Secretary of State's Office. We have already reduced our budget by 20% which leaves us with minimal funds for mailings, minimal funding to conduct maintenance on the Office's custom software applications, etc. In this dire situation, we could not request match funding from our legislature.

Prior to the Primary Election, we launched an advertising campaign with a local advertising agency to produce materials for print, television, radio and social media. The advertising was created to inform Wyoming's voters about their voting options and what had been done to protect their health should they choose to vote in person. The campaign was "LetsVoteWyo" (letsvotewyo.com) and continued through the General Election. Funding for this campaign is being used as the only source of match funding.

It should be noted that Wyoming's match is based on the following and has been met:

Total Expenditures \$994,709.82
Less Interest \$45,978.81
Total Federal Expenditures \$948,731.01
20% Match \$189,746.20
Communication Contract \$189,953.95
Difference -\$207.75

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.

No issues encountered.

21. Upcoming Activities:

Provide a timeline and description of upcoming activities.

As it pertains to the CARES Grant, we have no upcoming activities with the exception of returning the unexpended balance that was allocated to Wyoming.

5. Expenditures

22. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$139,308.78	
Staffing:	\$187,292.45	
Security and Training:	\$5,149.68	
Communications:	\$75,757.02	\$189,953.95
Supplies:	\$282,797.70	
Total	\$994,709.74	\$189,953.95
Other: Marking Devices (pens/straws)	\$58,687.92	
Other: Signage (Social distancing at PPL)	\$242,973.59	
Other: Signage	\$2,742.60	

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Kai

Last Name

Schon

Title

Election Director

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Kai Schon

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.