

EAC CARES Progress Narrative Report

Response ID:153 Data

1. EAC-CARES Progress Narrative Report Login

Please enter your userword and password to begin the CARES Funding Progress Narrative. If you require assistance or have any questions, please contact CARESFunding@eac.gov.

2. Not a Bot Verification

reCAPTCHA answered

3. EAC CARES Progress Narrative Report

1. State:

Enter the name of the state or territory that received the grant and is submitting this report.

District of Columbia

2. Grant Number:

Enter the grant agreement number from the notice of grant award.

DC20101CARES

3. Report:

20 days after primary

4. DUNS/UEI:

Enter the recipient organization's Data Universal Numbering System (DUNS) number or System for Award Management (SAM) extended DUNS Number or the Unique Entity Identifier.

5. EIN:

Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Services.

6. Recipient Organization:

Enter the name of the recipient organization and address, including zip code.

Organization Name

District Of Columbia Board Of Elections

Street Address

1015 Half Street, S.e. Suite 750

City

Washington

State

DC

Zip

20003

7. Progress Narrative:

Progress During Reporting Period

The CARES Act requires states to submit a report after each primary and general election that includes a “full accounting of the State’s uses of the payment and an explanation of how such uses allowed the State to prevent, prepare for, and respond to coronavirus.” Please provide a narrative report that describes how you used the funds to address the pandemic, the challenges you faced in responding to it and how you are meeting the state match requirement. Describe the major issues you faced in dealing with the pandemic in the election cycle and how you made funds available to local jurisdictions. Complete the cost table below describing your major expenditures under the grant. Add additional cost areas as needed that do not fit into the other categories.

The District of Columbia held its Primary Election on Tuesday, June 2, 2020. Due to the COVID-19 pandemic, DC Board of Elections (BOE) made purchases for which the CARES Act grant funds can be used. However, at the time of this submission, the District’s budget officials have not posted any expenditures to the Cares Act Grant Fund account. BOE received grant funds in the amount of \$3,000,000.00 with a required state match of \$600,000.00. The federal funds are being held in an interest-bearing account managed by the District’s Office of the Chief Financial Officer, Office of Financial Resource Management. All interest will be reported as program income on the Federal Financial Reports. Even though BOE has made the local legislature aware of the state match requirement, it is unclear if the state match will be met via state appropriations or other means. For the purposes of this report, funds have been identified under local appropriations that will need to be transferred to the CARES ACT Grant funds account to offset costs associated with the COVID-19 pandemic. Those areas are listed below.

Encouraging Vote-by-Mail

BOE was materially impacted by the State of Emergency declared by the District of Columbia and federal governments regarding the COVID-19 pandemic. DC developed an action plan that strongly encouraged voters to request absentee (mail-in) ballots. The plan involved an aggressive messaging campaign for voters to make sure their registration information was accurate and up-to-date and to vote by mail. BOE hired a public relations firm to oversee this campaign. The messaging campaign included social media, radio, PSA’s, television, email, and other such means to provide continuous information on the process for voting in the June Primary Election. The plan also replaced traditional Early Vote Centers and Election Day polling places with Vote Centers where all voters could vote regardless of their assigned precincts/polling places. Additionally, BOE mailed a Voter Guide to every registered voter. The Voter Guide informed voters of changes to voting processes and included a prepaid envelope and two absentee (mail-in) ballot applications. Costs associated with mailing the Voter Guide included the time of a graphic designer, paper acquisition, printing, and postage. BOE also sent a postcard mailer to registered voters informing them of changes to voting procedures, the steps to request a mail-in ballot, and the location of the Vote Centers.

To accommodate the increased number of mailed ballots, BOE purchased items to support this endeavor. We purchased additional ballots and ballot envelopes, mail sorting equipment, electronic letter opening equipment, and ballot drop boxes. We also had to secure hardware and software to assist with signature verification of returned ballots. Finally, BOE hired additional security and increased the number of temporary staff.

BOE moved major operations to its warehouse in order to effectuate social distancing. The warehouse location allowed BOE to oversee the mail ballot and data entry processes that were necessary for the Primary Election. Moving to the warehouse necessitated the procurement of additional computer equipment, mobile IT equipment, cleaning supplies, and personal protective equipment. Due to mandated telework requirements, some staff worked remotely which also required the acquisition of additional laptops and IT equipment.

Recruiting Poll Workers

Another major concern leading up to the Primary was a significant reduction in available poll workers given the pandemic and stay-at-home orders. In response, DCBOE conducted poll worker training remotely and increased the poll worker stipend to encourage poll workers to serve during the public health emergency.

Expanding Vote Centers

In order to make in-person voting more accessible, BOE expanded the number of Vote Centers from 15 sites to 20 sites for the June Primary. BOE also increased the early voting days from 7 to 11. As a result of this expansion, BOE incurred additional facility costs, security costs, and increased payments to temporary staff and poll workers.

Providing Personal Protective Equipment (PPE) for Poll Workers and Voters

In order to ensure the safety of staff and voters, BOE purchased personal protective equipment (PPE). In addition to what BOE purchased, the Mayor's Office and the District's Homeland Security Office also provided PPE items. PPE included disinfectant wipes, alcohol wipes, masks, disposable pens, sanitizing bags, face shields, hand sanitizer, gloves, painter's tape, hand sanitizer stands and dispensers, and no-contact thermometers. We also purchased signs and ground markers to assist with adherence to social distancing guidelines.

Conclusion

Due to the Coronavirus Pandemic, DCBOE had to change the direction of the Primary Election well after plans were in place. A year's worth of planning was abandoned, and a new plan was implemented two months before the June Primary. In conclusion, 33,194 people voted in person and 81,696 voters returned their ballots by mail. Mail-in ballot votes alone were nearly more than the entire number of votes cast in the last DC Primary Election. DC BOE appreciates the continued assistance and cooperation of the Mayor and its partner agencies. We would not have been able to conduct a successful election without assistance from DC Public Schools, the Department of General Services, Homeland Security, DC Parks and Recreation, and the Department of Public Works. We also recognize the dedication and commitment of BOE staff, poll workers, temporary workers and volunteers. BOE will continue to review past practices and research additional measures to improve the administration of future elections.

FINAL PROGRESS NARRATIVE REPORT

PROGRESS DURING REPORTING PERIOD

The CARES Act requires states to submit a report after each primary and general election that includes a “full accounting of the State’s uses of the payment and an explanation of how such uses allowed the State to prevent, prepare for, and respond to coronavirus.” Please provide a narrative report that describes how you used the funds to address the pandemic, the challenges you faced in responding to it and how you are meeting the state match requirement. Describe the major issues you faced in dealing with the pandemic in the election cycle and how you made funds available to local jurisdictions. Complete the cost table below describing your major expenditures under the grant. Add additional cost areas as needed that do not fit into the other categories.

The final report is your opportunity to share the significant features of your activities and present information about the results you achieved. The document should be written as if the reader has no previous knowledge of your activities. EAC would like to share the final reports with all states. The report should cover the entire period of performance. Review and highlight all activities that occurred during the period of the grant. Include the table of expenditures with cumulative expenditures for the entire project period.

CONCLUSIONS AND RECOMMENDATIONS

Summarize your entire project and the lessons learned during its implementation. Include a review of your successes and an assessment of how your activities addressed the pandemic. What did you learn about dealing with and preparing for a major crisis during an election year that can be helpful to other states? Did you make permanent changes to your processes? Were there unexpected benefits? Shortfalls?

8. 2020 HAVA CARES GRANTS

Current Period Amount Expended and Unliquidated Obligations

PANDEMIC GRANT COST CATEGORIES

	Federal	Match
Voting Processes, including additional costs for printing and mailing ballots, ballot tracking software, high speed scanners and letter opening equipment, mail drop boxes, hardware and software associated with signature comparison of returned ballots	\$1,001,793.00	
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff	\$200,000.00	
Security and Training: Security for additional absentee or mail drop-boxes, pre- and post-election cleaning of polling places, staff and poll worker training on prevention processes	\$0.00	
Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures)	\$16,629.00	
Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks	\$121,868.00	

If you need additional rows for the summary table, please upload an Excel document with the same layout.

OMB CONTROL NUMBER: 3265-0020

4. Certification

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

First Name

Orsheka

Last Name

Moore

Title

Senior Budget Analyst

Phone Number

2024813427

Email Address

orsheka.moore@dc.gov

2. Signature of Certifying Official:



Signature of: Orsheka P. Moore

5. Report Submitted to EAC



Thank you, your progress narrative report has been submitted to EAC. Please keep the PDF download of your submission as grant record.

CARES Funding Progress Narrative Submission

Sep 28, 2020 15:25:25 Success: Email Sent to: orsheka.moore@dc.gov