

# EAC CARES Progress Narrative Report

Response ID:95 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.

Delaware

### 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

Commissioner Of Elections

#### Street Address

905 S Governors Ave, Ste 170

#### City

Dover

#### State

DE

Zip

19904

## 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.

Like many other states navigating the COVID-19 pandemic, Delaware has had to make fundamental systematic changes in the landscape of election administration in a very short period of time amidst very difficult circumstances.

A State of Emergency declared by Delaware's Governor, augmented by various declarations by the Governor (known as Modification of the State of Emergency). These included an order for the Department to mail an absentee ballot application to all voters eligible to vote in the state's Presidential Primary (originally scheduled for 4/28/2020, and subsequently rescheduled to 6/2/2020 and, ultimately rescheduled to 7/2/2020), while continuing to operate in-person voting at a reduced number of traditional polling places. These changes entailed a shift from the traditional level of 3-4% of votes cast by absentee ballot to 45% of votes being cast by absentee for the recent Presidential Primary election.

Legislative action has fundamentally reshaped Delaware's election landscape for the fall 2020 elections. Legislation recently enacted creates a time-limited provision for Vote By Mail for Delaware's State Primary (9/15/2020) and General Election (11/3/2020), and directs the Department to mail vote by mail applications to all registered voters. The Department will be required to operate all usual in-person voting locations at polling places for these elections, as well.

Needless to say, these changes have placed significant pressure on the Department to meet these various charges.

The Department has expended CARES funds to purchase Personal Protective Equipment (PPE) for election officers (poll workers), materials to preserve social distancing protocols in polling places, supplies for vastly expanded absentee (and now vote by mail) voting, equipment to automate and scale up the inbound and outbound ballot preparation and mailing processing, as well as the inbound processing of returned ballots, including preparing, scanning, and tabulating these ballots. Grant funds have also been expended to cover costs for additional temporary staff to handle data entry of returned absentee and vote by mail ballot applications, preparation of outgoing absentee and vote by mail ballots, and processing, scanning, and tabulation of returned absentee and vote by mail ballots, as well as handling significantly heightened levels of voter inquiries about these new processes. These supplies, equipment, and staffing are essential to meeting the growing demand for these types of voting. Delaware expects at least 50%--and perhaps as high as 60% or 70% of voting for the State's fall elections to be conducted as absentee for vote by mail balloting.

The State is remaining vigilant in expending the expected State match at the time of incurring expenses in as many situations as CARES funds are expended, while keeping detailed records of State matches to expenditures that must be matched at a later date (within the required timeframe for meeting the State match requirement).

## 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	\$96,536.74	\$505,086.96
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff	\$8,847.87	\$35,391.43
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	\$5,877.57	\$23,510.30
Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures)	\$3,536.91	\$13,235.67
Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks	\$39,140.77	\$155,916.26

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**

SOMMER

**Last Name**

STURGEON

**Title**

FISCAL ADMINISTRATIVE OFFICER

**Phone Number**

3027353745

**Email Address**

SOMMER.STURGEON@GMAIL.COM

**2. Signature of Certifying Official:**

Signature of: SOMMER L STURGEON

**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**

Jul 27, 2020 13:16:27 Success: Email Sent to: SOMMER.STURGEON@GMAIL.COM