

**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted <b>ELECTION ASSISTANCE COMMISSION</b>	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <b>AK20101CARES</b>
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3. Recipient Organization (Name and complete address including Zip code)  
**LIEUTENANT GOVERNOR OF ALASKA, THE OFFICE OF  
240 Main St Ste 400, Juneau, AK 998012108**

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 type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: <b>March 28, 2020</b> To: <b>December 31, 2020</b>	9. Reporting Period End Date (Month, Day, Year) <b>March 31, 2021</b>
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**10. Transactions** Cumulative  
(Use lines a-c for single or combined multiple grant reporting)

<b>Federal Cash (To report multiple grants separately, also use FFR Attachment):</b>	
a. Cash Receipts	\$2,366,993.00
b. Cash Disbursements	\$2,366,993.00
c. Cash on Hand (line a minus b)	\$0.00

(Use lines d-o for single grant reporting)

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	\$3,000,000.00
e. Federal share of expenditures	\$2,366,993.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$2,366,993.00
h. Unobligated balance of Federal funds (line d minus g)	\$633,007.00

<b>Recipient Share:</b>	
i. Total recipient share required	\$473,398.51
j. Recipient share of expenditures	\$473,854.90
k. Remaining recipient share to be provided (line i minus j)	\$0.00

<b>Program Income:</b>	
l. Total Federal share of program income earned	\$8,478.65
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)	\$8,478.65

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:  
"Please provide the following information:

**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 <b>Forrest, Sharon Administrative Officer, Elections</b>	c. Telephone (Area code, number, and extension)  d. Email Address
b. Signature of Authorized Certifying Official <b>Forrest, Sharon</b>	e. Date Report Submitted (Month, Day, Year) <b>May 18, 2021</b>

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

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(Additional Page)

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Federal Agency & Organization : ELECTION ASSISTANCE COMMISSION

Federal Grant ID : AK20101CARES

Recipient Organization : LIEUTENANT GOVERNOR OF ALASKA, THE OFFICE OF  
240 Main St Ste 400, Juneau, AK 998012108

DUNS Number :

DUNS Status when Certified :

EIN :

Reporting Period End Date : March 31, 2021

Status : Awarding Agency Approval

Remarks : "Please provide the following information:

State interest earned (current fiscal year): \$0  
State interest expended (current fiscal year): \$0  
Program income earned (current fiscal year): \$0  
Program income earned breakdown (current fiscal year): \$0  
Program income expended (current fiscal year): \$0

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**Federal Agency Review**

Reviewer Name :  
Phone # :  
Email :  
Review Date :  
Review Comments :

# EAC Progress Report

## 1. Login

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## 3. EAC Progress Report

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### 1. State or Territory:

Alaska

### 2. Grant Number:

AK20101CARES

### 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. DUNS/UEI:

### 8. EIN:

### 9. Recipient Organization:

#### Organization Name

Office Of The Lieutenant Governor Of Alaska

**Street Address**

P.o. Box 110015

**City**

Juneau

**State**

AK

**Zip**

99811

## 4. Progress and Narrative

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**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.

Expenses and activities were grouped into the following categories for reporting:

**VOTING PROCESSES**

In response to the public health concerns of COVID-19, the Division of Elections adopted a plan to promote absentee by-mail voting and encourage as many registered voters to apply for absentee voting. CARES funds were expended to further build up inventory of absentee voting envelopes, ballots for absentee voting and pay for additional mailing costs.

For the 2020 General Election, there were over a 135,000 absentee applications submitted. In comparison to the last Presidential Election in the 2016, this represents a three-fold increase in demand. The 2020 Primary Election likewise had six times more absentee ballot application requests than the comparable 2016 election. To fulfill the huge demand in by-mail requests, funds were expended to cover the cost of a mailing service to aid in the distribution of by-mail packets.

The increased demand for absentee voting added a significant cost to the administration of the election while still trying to maintain required in-person voting locations. As traditional polling place locations closed their doors due to the risk of COVID-19, funds were expended procure new temporary locations for the pandemic and notify the public of the temporary locations for in-person voting during the pandemic.

For the election cycle, the Division massively expanded the Absentee Office and opened two additional locations with temporary staff to assist voters. CARES funds were expended to pay for supplies and equipment that allowed the temporary Absentee Office and expanded Regional Offices to function. The larger absentee facilities allowed 17 additional temporary absentee employees to properly social distance as well as handle the influx of inquiries, assist voters with absentee voting processes, and other standard questions such as ballot status. Additional space was rented regionally with CARES grant funds to allow for proper distancing during the review of materials for election certification at the Regional Offices. In Alaska, the Absentee Office handles the outbound absentee ballot preparation process and the Regional Offices handle the receiving of returned absentee ballots and materials. With both the outbound and inbound processes, additional printed materials were

needed to support the absentee voting process from the first point of inquiry all the way through receipt and review for election certification.

COVID-19 also presented challenges with the logistics of shipping or returning voting supplies and PPE throughout the state to precinct and absentee voting locations. Usually the Division uses the United States Postal Service (USPS) to ship most items during an election cycle, but this year items were greatly delayed due to the pandemic. To ensure that PPE and voting supplies made it to their destination CARES Grant funds were utilized to pay for alternative shipping services. Likewise funds were utilized to pay mileage costs of workers retrieving ballots from secure drop boxes set up for absentee voting during the pandemic.

#### PERSONNEL/STAFF

During the reporting period, CARES funds were utilized to pay the salary of Public Relations Manager who communicated with the public and media about safe elections practices during the pandemic. The Public Relations Manager designed a comprehensive "Vote Safe 907" campaign for print, digital and broadcasting mediums that promoted and encouraged safe voting options as well as precautions the Division took to keep the public safe.

As the pandemic grew and it became clear that absentee voting options needed to be expanded, the Absentee Office augmented their staff and facilities to manage the handle the influx of requests and fulfillment of absentee voting documents. CARES funds were expended to pay for 17 extra temporary absentee personnel to staff two expanded absentee voting offices for the 2020 cycle. After review of the 2020 cycle it was determined absentee voting increased over six-fold for the Primary Election and three-fold for the General Election in comparison to the 2016 Presidential election. Additionally, one full-time permanent Absentee Office staff member was diverted and reassigned to manage one of the temporary Absentee Offices. For a normal full time Absentee staff of three employees, it was incredibly challenging to expand facilities, recruit, and train so many new absentee personnel in such a short window during a pandemic. That being said, the Absentee Office pushed extremely hard to overcome the challenges so voters could cast their ballots safely.

The state of Alaska also has five regional elections offices. At the regional office level, CARES funds were expended to hire additional temporary office staff and state review board workers for election certification. The additional temporary staff was vital in helping respond to amplified levels of voter inquires about new voting processes, preparing outgoing absentee materials as well as PPE supplies, and processing the flood returned absentee ballots. The additional state review board workers aided in reviewing and processing the additional absentee voting materials for election certification. CARES funded were utilize by the Language Assistance Office to contract with Spanish and Tagalog translators to translate important absentee voting information, precautionary measures, and information to vote safely. The translated COVID-19 information on safe voting was then included in the election information pamphlets that are mailed to households throughout the state.

As noted in the prior progress reports, it was incredibly difficult to recruit the thousands of precinct workers needed to staff over 400 voting locations in Alaska. To counter the low recruitment numbers, the Division enacted an emergency pay increase for the 2020 Primary and General Election. The pay increase was covered with CARES funds and helped to bolster the number of people willing to work the polls during a pandemic.

CARES funds were also expended to utilize the Alaska National Guard to help with successful Election Day voting. For the Primary Election, National Guard was deployed in plain clothes to serve as regular poll workers in towns where local worker recruitment numbers were low. For the General Election, National Guard personnel was on stand-by to deploy to Alaska towns to set up voting stations if the town was in lockdown status and could not setup a polling place themselves.

#### SECURITY AND TRAINING

During the 2020 election cycle, CARES funds were expended to secure and alarm temporary space that the division rented to review election certification materials while following proper social distancing guidelines. Cleaning services were also hired to sanitize precinct locations after an election.

Due to travel restrictions and safety concerns surrounding COVID-19, the division elected to activate emergency measures

and host a virtual training program during the election cycle to provide a safe training environment for election workers throughout the state. CARES funds were expended to support this virtual training program for election workers and language assistance outreach workers on safe voting day procedures and sanitization. At the regional level, training was provided via a livestream, DVDs and broadcast television. There can be many technology limitations in rural Alaska and utilizing broadcast communication services allowed the Division reach election workers that could not travel due to the pandemic. The broadcast services included 360North, which is a statewide channel accessible by cable, satellite, digital television, livestream, and Alaska Rural Communications Service.

## COMMUNICATIONS

Using grant funds to better communicate with voters and educate them to safely participate in democracy proved to be very impactful. We were able to reach and inform more people than ever before. Misinformation surrounding COVID-19 played a bigger role in elections than most thought it would, so it was vital for us to have the tools and people necessary to combat untrue COVID-19 rumors. There was an incident during Early Voting where someone on social media claimed an election official in the Anchorage area tested positive; creating rumors that multiple polling places were shut down when in fact, none of this was true.

Reaching as many voters as possible in target areas during situations like that prevented voter disenfranchisement and helped to keep voter trust because we heavily promoted voting early as a safer alternative, especially for those who did not believe voting by mail was secure. Despite the pandemic and contention surrounding candidates, the division administered surprisingly smooth and uneventful elections in 2020; contradicting the highly anticipated bumpy road to December 14, 2020. The CARES Grant helped us successfully navigate an historical election during an unprecedented time and more Alaskans voted in 2020 than in any election before.

## SUPPLIES

During the reporting period, CARES funds were expended to purchase large quantities of cleaning supplies, face shields, protective face masks, non-latex gloves, sneeze guards and as well as other various PPE to prepare for voting during a pandemic. The Division of Elections is not usually a department that needs to source protective medical supplies and it was very challenging equipping the regional offices and precinct locations in such a different way. Enough PPE was purchased to provide every election worker with PPE to ensure they could perform their job safely. Likewise, every voter arriving in-person at a voting location was offered PPE allowing them to feel safe when voting. Cleaning supplies were purchased to sanitize equipment and precinct locations before, during, and after voting. Regional Offices installed protective barriers at their locations to ensure voters could register and obtain information safely as well as keep their staff safe during election certification.

CARES funds aided in the purchase of supplies and materials to assist with organizing and processing the influx of returned by-mail ballots returning to the regional offices. Supplies and office equipment were purchased to stand-up the temporary absentee voting offices. Basic supplies such as chairs, tables, phones and other office supplies were purchased to ensure the temporary staff had all items necessary to respond to the increase in demand for absentee by-mail voting and create a safe working environment for the staff.

## SUMMARY ASSESSMENT

In summary, the CARES act funding helped the Alaska Division of Elections prepare the state for safe voting during a pandemic for the 2020 Federal election cycle. The pandemic and all its precautions made for a very tough work atmosphere during 2020. However, the Division is proud of its work to prepare the state for safe voting and feels they accomplished that goal. In any election, it is a no fail situation to ensure that every person can exercise their right to vote. The election cycle may be done, but the Alaska Division of Elections is still fighting to maintain the safety of our employees while providing essential services to the public.

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### 10. CARES Grant Specific:

**Describe how you used the funds to address the pandemic.**

See the review & self assessment answer for all the details of how funds were used to protect against the pandemic throughout the election cycle.

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

See the review & self assessment answer for details of most issues during the election cycle.

One of the major issues of the election was communicating with voters and educating them about safe voting or changes in voting locations due to the pandemic. Our Communications Manager did an amazing job of trying to keep all the messaging about how to vote safely in a pandemic on point. Alaska did not implement a statewide mandate for masking and the requirements from town to town changed. It was an incredible challenge communicating consistent requirements at voting locations because in addition to the division's recommendations, each town and even some buildings had their own requirements. Similarly, many of the voting locations were new since some of the historical voting locations were not open to public traffic due to the pandemic. The Division had to move fast to inform voters of location changes and last minute location substitutions due to COVID-19 closures.

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

See the "review & self assessment" answer section for all the details of the election cycle.

**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.**

There was no State Plan or Narrative submitted when accepting the CARES Grant. That being said, the requirements of the funds were to be applied to emergency coronavirus related expenditures. The timeline was super compressed and all activities simultaneously overlapped. At the start of receiving funds, funds were expended on the project of procuring pandemic absentee voting supplies was quickly set in motion. Concurrently, the project of procuring large quantities of personal protective supplies and safeguarding the regional offices was set in motion. Third, funds were expended on the project of recruiting additional workers and additional leased locations for appropriate personal spacing during election time and certification.

**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.**

No significant changes during this period.

**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.

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

**Otherwise enter - no security training conducted during this period.**

No "election security training" conducted during this period.

Funds were expended to provide secure and safe election worker training so they could learn their job duties and sanitization safety at precinct voting locations. A virtual training program was created that allowed the regional offices to train all their election workers throughout the state. The Division utilized broadcast mediums and livestream services to conduct training safely.

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**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

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**19. Match (if applicable):**

**Describe how you are meeting the matching requirement.**

**Otherwise enter - match not required.**

The state provided matching funds using unrestricted general funds directly from the Division of Election's FY2020-21 budget.

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**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.**

As the picture became clear that a major switch to absentee voting was needed for the 2020 election cycle, the question arose was how to fulfill and process the historic increase without problems. The Division had established procedures for processing absentee voting materials, but never at pandemic levels. It naturally was going to be a major issue if we couldn't fulfill absentee ballots in a timely manner and there were procurement procedures that might also slow the inventory management for the upcoming demand. It was going to be a very tight timeline between following procurement rules, drawing up contracts with vendors and receiving the finished absentee voting materials in time. We first resolved the main issue of procurement rules delays by requesting and getting approval for emergency alternate procurement. This allowed us to procure directly with trusted, reliable vendors to fulfill in a faster manner. The Division did not have equipment to handle the increased mailing levels. To solve the fulfillment problem, we contracted with a large print house in Anchorage to mail all the absentee ballot packets. Alaska has is divided into 40 district and has unique ballots for each district and this can add complexity to automate the fulfillment process. The printer was able to develop a process on short notice to ensure the right regional ballot was packaged and mailed to the voter. The third issue of logging and processing returned ballot packages in a timely manner was solved with good old fashioned manpower. Temporary offices were leased and extra temporary employees were hired to receive and process returned ballots from the primary and general election.

The same barriers occurred when procuring PPE and trying to dispersing the inventory in a timely manner. The division also requested the emergency alternate procurement authorization to blanket purchase of PPE supplies for the voting locations. This authorization allowed us to move faster with trusted vendors when PPE supplies were sourced. Likewise, the Division also used additional temporary employees at the regional offices to help manage these supplies.

In all reality, fulfilling requests for absentee ballots and getting the proper supplies for a safe election was a no-fail situation and there aren't unresolved issues to discuss.



**Impact:**

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

The problem as presented was to prepare and ensure safe voting during the 2020 Primary and General Election. CARES grant funding definitely helped ensure that all voting locations and regional offices were as safe as possible to conduct the election. We were able to meet our statutory requirements to certify the election without completely jeopardizing the safety of our staff. The shortfall was the extremely compressed timeline all this had to occur.

**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?**

Hopefully we all don't have to endure another pandemic again in our lifetime and don't need to apply these lessons again. One success in finding personal protective supplies, we pairing up with an in-state medical supplier. At the start of the cycle, traditional suppliers to the Division were having a lot of difficulty fulfilling our requests. Deeper into the cycle we were able to create a relationship with a more targeted suppliers and lessons could be learned and applied to future emergencies.

Contracting with a print house in Anchorage to automate absentee ballot packet fulfillment may also be a permanent process change. In the past, the Division fulfilled packets manually in-house to ensure no errors were made. However, the vendor was so successful in automating the fulfillment for us we are discussing changing our process permanently and contracting with him for future elections.

**5. Expenditures**

**21. Current Period Amount Expended and Unliquidated Obligations**

**CARES COST CATEGORIES**

	Federal	Match
Voting Processes:	\$768,606.12	\$180,029.22
Staffing:	\$906,771.44	\$181,673.80
Security and Training:	\$20,944.60	\$5,124.65
Communications:	\$96,598.88	\$24,149.72
Supplies:	\$574,071.50	\$82,877.51
Total	\$2,366,992.54	\$473,854.90

## 6. Certification

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

**First Name**

Sharon

**Last Name**

Forrest

**Title**

Administrative Officer

**Phone Number**

**Email Address**

Signature of Certifying Official:



Signature of: Sharon Forrest

## 7. Report Submitted to EAC

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