

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted					2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		
ELECTION ASSISTANCE COMMISSION							
3. Recipient Organization (Name and complete address including Zip code)							
Hawaii, State of							
802 Lehua Ave, Pearl City, HI 967823321							
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 type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
8. Project/Grant Period (Month, Day, Year)					9. Reporting Period End Date (Month, Day, Year)		
From: March 28, 2020					To: December 31, 2020		
					September 30, 2021		
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						\$2,401,883.54	
b. Cash Disbursements						\$2,401,883.54	
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						\$3,295,842.00	
e. Federal share of expenditures						\$2,401,883.54	
f. Federal share of unliquidated obligations						\$0.00	
g. Total Federal share (sum of lines e and f)						\$2,401,883.54	
h. Unobligated balance of Federal funds (line d minus g)						\$893,958.46	
Recipient Share:							
i. Total recipient share required						\$480,376.71	
j. Recipient share of expenditures						\$480,376.71	
k. Remaining recipient share to be provided (line i minus j)						\$0.00	
Program Income:							
l. Total Federal share of program income earned						\$0.00	
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)						\$0.00	
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Fixed	10	March 28, 2020	September 30, 2021	\$2,401,883.54	\$240,188.35	
g. Totals:					\$2,401,883.54	\$240,188.35	\$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					c. Telephone (Area code, number, and extension)		
Schulaner, Aaron							
General Counsel					d. Email Address		
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)		
Schulaner, Aaron					November 17, 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

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(Additional Page)

Federal Agency & Organization : ELECTION ASSISTANCE COMMISSION

Federal Grant ID

Recipient Organization

DUNS Number

DUNS Status when Certified

EIN

Reporting Period End Date : September 30, 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 Source: e.g. Sale of registration list

Program income expended (current fiscal year): \$0

Federal Agency Review

Reviewer Name

Phone #

Email

Review Date

Review Comments

2021-2022 EAC Progress Report

3. EAC Progress Report

1. State or Territory:

Hawaii

2. Grant Number:

HI20101CARES

3. Report:

Final (Start of Grant - End)

4. Grant:

CARES

5. Reporting Period Start Date

03/28/2020

6. Reporting Period End Date

09/30/2021

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.

In reviewing and highlighting the activities that occurred during the implementation of the project, we would note that consistent with the plan that was submitted we used the funds in the following manner: (1) a marketing agency was contracted to maximize newspaper, radio, television, and digital advertisements across different demographics throughout the state was engaged and we made corresponding expenditures based on our consideration of its recommendations; (2) to address social distancing requirements, we expended funds to relocated the counting centers on Oahu and Hawaii to the Hawaii Convention Center and the Prince Kuhio Plaza, respectively, to provide sufficient room for the processing, opening, and counting of voted ballots, and we purchased drop boxes to facilitate having sufficient locations to drop off ballots so as to lessen any issues with lines and enforcing social distancing requirements associated with those locations; and (3) in relation to personal protective equipment and cleaning supplies for the voter service centers and counting centers, we made expenditures to procure and distribute various items, such as air purifiers, disinfectant spray, disinfecting wipes, face masks, face shields, hand sanitizer, isopropyl alcohol, nitrile gloves, plexiglass barriers, and temporal scanners.

In expanding on our supplementation of the media campaign for the 2020 Elections, we would note that community events had been cancelled due to the pandemic. As such, election officials were unable to conduct tabling events and presentations to inform voters about the transition to elections by mail. This was occurring at the same time interest typically would ramp up as the elections were approaching. Similarly, as we were answering voter inquiries, we found that we needed to find a different way to reach the elderly population as they would be most affected. With this in mind, we expanded our voter education to include advertising in the newspapers, in addition to our scheduled television, radio, and digital ads as well as social media. Additionally, we partnered with Hawaii Meals on Wheels to have them distribute our election materials in conjunction with their food distribution activities. They were part of the large-scale events and distribution channels that are still permissible and provided a critical service to our community and those directly impacted by COVID-19. We also worked with Lanakila Meals on Wheels, Kauai Economic Opportunity Inc., Kaunoha Senior Services, County of Hawaii Elderly Activities Division, and similar groups.

Ultimately, we had a positive assessment of how we and the rest of the election community and those who support our mission were able to address the previously noted problems with the use of the project funds. We were able to communicate to the public on how elections would be administered in the face of the pandemic, as indicated by the increased voter turnout and the lack of significant voter education issues. Likewise, the expansion of facilities and the cleaning and disinfecting program, consistent with CDC guidelines to decrease the risk of infection with COVID-19, were successful in that there were no significant outbreaks or reported incidents of COVID-19 directly associated with election activities.

7. CARES Grant Specific:

Describe in detail how you used the funds to address the pandemic.

Our grant application to the EAC indicated our planned use of the funds for the following: (1) a public communications campaign to facilitate voting (e.g. media campaign, election mailings, associated staffing); (2) facility expansion (e.g. larger and/or additional facilities for voter service centers, counting centers, places of deposit, and other activities associated with elections, including temporary and/or fixed structures with corresponding increased equipment, furniture, and staffing to address additional workload, social distancing, and cleaning); and (3) cleaning, disinfecting, and associated health and safety measures (e.g. cleaning supplies, air filtration system, safety and security shields, machinery, personal protective equipment, and staff).

Consistent with this plan, we implemented the grant activities in the following manner: (1) a marketing agency was contracted to maximize newspaper, radio, television, and digital advertisements across different demographics throughout the state was engaged and we made corresponding expenditures based on our consideration of its recommendations; (2) to address social distancing requirements, we expended funds to relocated the counting centers on Oahu and Hawaii to the Hawaii Convention Center and the Prince Kuhio Plaza, respectively, to provide sufficient room for the processing, opening, and counting of voted ballots, and we purchased drop boxes to facilitate having sufficient locations to drop off ballots so as to lessen any issues with lines and enforcing social distancing requirements associated with those locations; and (3) in relation to personal protective equipment and cleaning supplies for the voter service centers and counting centers, we made expenditures to procure and distribute various items, such as air purifiers, disinfectant spray, disinfecting wipes, face masks, face shields, hand sanitizer,

isopropyl alcohol, nitrile gloves, plexi-glass barriers, and temporal scanners.

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

On March 5, 2020, Governor David Ige issued an emergency proclamation related to COVID-19. The Governor cited his authority under Chapter 127A, HRS to take various actions, which at the time included the suspension of certain laws. Subsequent orders would be issued by the Governor and county mayors ushering in stay-at-home orders, travel restrictions, social distancing, restrictions on the size of gatherings, and similar matters that would depend on the current status of COVID-19 in the community.

While the impact of these orders on preparations for the 2020 Elections was significant, they were lessened by these same orders recognizing exemptions under certain circumstances for those involved in a critical infrastructure area, which election officials and their vendors were understood to be engaged in as defined by the Department of Homeland Security – Cybersecurity and Infrastructure Security Agency's publication Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19.

As such, elections officials were able to seek exemptions to travel between islands, and their vendors could come from the mainland and likewise travel between islands, subject to self-quarantining when not engaged in critical infrastructure duties. This type of travel was necessary for the following purposes: (1) conducting training for counting center officials; (2) testing and certifying the voting and vote counting system; (3) operating the voting system and supporting the voter service centers and counting centers; (4) setting up the high-speed ballot sorters for the counties to facilitate their receipt of ballots; and (5) manually auditing election results.

Similarly, meetings of election officials in the context of training, testing of voting machines, and the counting of ballots were permitted, so long as social distancing and facial covering requirements were followed.

In terms of the public, election officials needed to revisit how they would operate their voter service centers to ensure appropriate safeguards were in place for the people to vote (e.g. cleaning of equipment after each use, social distancing, and the wearing of facial coverings). Additionally, election officials needed to reconsider their voter education program as previous community events had been canceled and what community outreach could be done could not rely on direct in-person interactions, as would have occurred in the past.

While these issues were being discussed by election officials both here and across the country, legislation was drafted and subsequently signed into law providing funding to address these types of issues. Specifically, on March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. For purposes of elections, the CARES Act included \$400 million in new Help America Vote Act (HAVA) emergency funds, made available to states "to prevent, prepare for, and respond to coronavirus." The funds were distributed by the U.S. Election Assistance Commission (EAC), consistent with prior HAVA grants. The State's share of these new HAVA funds was \$3,295,842.

In addition to the standard requirements for HAVA funds, which generally relate to facilitating the administration of federal elections, voting systems, and voter registration systems, these specific funds needed to also be tied to preventing, preparing for, and responding to the coronavirus. As with all grants, there were various requirements, such as a 20% match. However, this grant is notable in that it requires that the grant money be obligated by December 31, 2020 or returned to the U.S. Treasury and that reports be issued within 20 days of both the Primary Election and the General Election. The match requirement was \$659,168.40.

We immediately worked with the counties to determine their needs and how they wanted to use the funds. Ultimately, we submitted our grant application (i.e. Disbursement Request Letter), dated April 14, 2020, to the EAC citing our planned use of the funds, as referenced above in the earlier question (Describe in detail how you used the funds to address the pandemic).

In terms of the execution of the elections, in addition to the safety measures and procedures that were instituted, we had a sizable increase in voter turnout which was reflected in an increase in voting by mail, drop box usage, and voting at designated voter service centers.

Describe in detail what happened during this reporting period and explain how you implemented the approved grant activities in accordance with your State Plan/Program Narrative. (Note: Your activities should align with your Grant Cost Categories Table.)

Describe any significant changes to your program during the project, including changes to your original State Plan/Program Narrative or favorable developments that improved program efficiency and/or service delivery.

Issues Encountered:

Describe all major issues that arose during the implementation of the project and the reasons why established goals were not met, if applicable. Address each issue separately and describe whether and how the issues were resolved. Also, briefly discuss the implications of any unresolved issues or concerns.

9. Provide a description of any training conducted, including security training.

N/A

10. Subgrants:

Did your office provide subawards to local jurisdictions during this reporting period?

No

Describe the activities carried out by your subgrantees during the reporting period.

Provide a breakdown of aggregate subawards expenditures across major categories.

Total : 0

11. Match:

Describe how you are meeting or have met the matching requirement.

Our match was met through a combination of the following: (1) some of the counties receiving non-federal grants from a private organization to respond to COVID-19's impact on our elections and these expenditures being consistent with the CARES Act grant; (2) state expenditures of general funds being made for matters authorized by the CARES Act grant; and (3) the State applying its de minimis 10% indirect cost rate on its modified total direct costs toward the match.

12. Report on the number and type of articles of voting equipment obtained with the funds. Include the amount expended on the expenditure table.

N/A

13. Impact:

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

In assessing how our project impacted the problems we were trying to solve, we will first outline the problems we were seeking to solve, proceed to how we used the funds for those problems, and finally reflect on the impact of our project on those problems.

As indicated in our earlier response (Describe in detail how you used the funds to address the pandemic) , we planned to use the grant funds for the following: (1) a public communications campaign to facilitate voting (e.g. media campaign, election mailings, associated staffing); (2) facility expansion (e.g. larger and/or additional facilities for voter service centers, counting centers, places of deposit, and other activities associated with elections, including temporary and/or fixed structures with corresponding increased equipment, furniture, and staffing to address additional workload, social distancing, and cleaning); and (3) cleaning, disinfecting, and associated health and safety measures (e.g. cleaning supplies, air filtration system, safety and

security shields, machinery, personal protective equipment, and staff). These expenditures categories were meant to address the problems associated with the pandemic. Specifically, we needed to communicate to the public on how elections would be administered in the face of the pandemic, so as to ensure public confidence in our electoral system. The expansion of the facilities was meant to address the problem of having sufficient social distancing, given the CDC guidelines related to COVID-19, to allow for the counting of ballots by election volunteers and staff. Finally, cleaning, disinfecting, and associated matters were related to addressing health and safety concerns regarding decreasing the risk of infection with COVID-19.

Consistent with this plan, we used the funds in the following manner: (1) a marketing agency was contracted to maximize newspaper, radio, television, and digital advertisements across different demographics throughout the state was engaged and we made corresponding expenditures based on our consideration of its recommendations; (2) to address social distancing requirements, we expended funds to relocated the counting centers on Oahu and Hawaii to the Hawaii Convention Center and the Prince Kuhio Plaza, respectively, to provide sufficient room for the processing, opening, and counting of voted ballots, and we purchased drop boxes to facilitate having sufficient locations to drop off ballots so as to lessen any issues with lines and enforcing social distancing requirements associated with those locations; and (3) in relation to personal protective equipment and cleaning supplies for the voter service centers and counting centers, we made expenditures to procure and distribute various items, such as air purifiers, disinfectant spray, disinfecting wipes, face masks, face shields, hand sanitizer, isopropyl alcohol, nitrile gloves, plexiglass barriers, and temporal scanners.

Ultimately, the previously noted problems were positively impacted by our project's use of the funds. We were able to communicate to the public on how elections would be administered in the face of the pandemic, as indicated by the increased voter turnout and the lack of significant voter education issues. Likewise, the expansion of facilities and the cleaning and disinfecting program, consistent with CDC guidelines to decrease the risk of infection with COVID-19, were successful in that there were no significant outbreaks or reported incidents of COVID-19 directly associated with election activities.

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? What are some areas of potential improvement?

As indicated in our prior response (Write an assessment of how your project has impacted the problems you were trying to solve), our state's successes were associated with a public communications campaign to facilitate voting, the expansion of facilities to address social distancing concerns, and a cleaning and disinfecting program to decrease the risk of infection with COVID-19. Given that the changes in our processes were in response to the pandemic, we will review whether these processes or a variation on them will be appropriate for upcoming elections.

In terms of suggesting ways in which our experience may be helpful to other jurisdictions, we would note that we were benefitted by immediately working with county election officials from the beginning to determine their needs and how to address them. From that point forward, we were able to focus our efforts on executing the project.

5. Expenditures

15. CARES COST CATEGORIES - FEDERAL

Voting Equipment and Processes: : \$32960
Voter Education/Communications: : \$1475628
Supplies: : \$227975
Other (Specify below) : \$665320

Total : \$2401883

Comments: Facilities - \$665,320

16. CARES COST CATEGORIES - MATCH

Voting Equipment and Processes: : \$149313
Voter Education/Communications: : \$35929
Staffing: : \$38803
Supplies: : \$14804
Other (Specify below) : \$1339
Other (Specify below) : \$240188

Total : \$480376

Comments: Facilities - \$1,339 and De Minimis 10% Indirect Rate on MTDC - \$240,188

7. Expenditures

17. Confirm Total CARES Expenditure Amounts

Federal : \$2401883
Match : \$480376

Total : \$2882259

Confirm Total CARES Expenditure Amounts

Total : \$0

8. Certification

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

First Name

Aaron

Last Name

Schulaner

Title

General Counsel

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Aaron H. Schulaner

9. Report Submitted to EAC