

**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)			
3. Recipient Organization (Name and complete address including Zip code)  <b>SECRETARY STATE, NEW HAMPSHIRE DEPT OF 107 N MAIN ST RM 204, CONCORD, NH 033014951</b>							
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) From: <b>March 28, 2020</b>				9. Reporting Period End Date (Month, Day, Year) <b>September 30, 2021</b>			
To: <b>December 31, 2020</b>							
<b>10. Transactions</b>					Cumulative		
<i>(Use lines a-c for single or combined multiple grant reporting)</i>							
<b>Federal Cash (To report multiple grants separately, also use FFR Attachment):</b>							
a. Cash Receipts					\$3,269,494.00		
b. Cash Disbursements					\$3,269,494.00		
c. Cash on Hand (line a minus b)					\$0.00		
<i>(Use lines d-o for single grant reporting)</i>							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized					\$3,269,494.00		
e. Federal share of expenditures					\$3,269,494.00		
f. Federal share of unliquidated obligations					\$0.00		
g. Total Federal share (sum of lines e and f)					\$3,269,494.00		
h. Unobligated balance of Federal funds (line d minus g)					\$0.00		
<b>Recipient Share:</b>							
i. Total recipient share required					\$653,897.80		
j. Recipient share of expenditures					\$653,899.00		
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					\$11,363.61		
m. Program income expended in accordance with the deduction alternative					\$0.00		
n. Program income expended in accordance with the addition alternative					\$11,346.87		
o. Unexpended program income (line l minus line m and line n)					\$16.74		
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	December 30, 2020	\$577,258.00	\$57,725.80	
g. Totals:					\$577,258.00	\$57,725.80	\$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)		
<b>Swett, Nancy</b>					d. Email Address		
<b>Business Systems Analyst II</b>							
b. Signature of Authorized Certifying Official					e. Date Report Submitted (Month, Day, Year)		
<b>Swett, Nancy</b>					<b>December 16, 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/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

**FEDERAL FINANCIAL REPORT**

(Additional Page)

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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

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**Federal Agency Review**

Reviewer Name

Phone #

Email

Review Date

Review Comments

# 2020-2021 EAC Progress Report

## 3. EAC Progress Report

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**1. State or Territory:**

New Hampshire

**2. Grant Number:**

NH20101CARES

**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**

09/30/2021

**7. Recipient Organization:**

**Organization Name**

New Hampshire Secretary Of State

**Street Address**

State House, 107 N. Main St.

**City**

Concord

**State**

NH

**Zip**

03301

## 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.

Summary of CARES-funded Activities to Reimburse Towns and Cities for Additional Absentee Ballot Costs and supply personal protective equipment (PPE) to local polling places:

April 10, 2020: The Attorney General and Secretary of State issued a memorandum enabling voters to vote by absentee ballot due to COVID 19;

April 27, 2020: NH SoS announcement of Select Committee on 2020 Emergency Support;

May 1, 2020: Release date of RFP for CARES Act Accounting Services;

May 15, 2020: RFP responses due for CARES Act Accounting Services;

June 3, 2020: Filing period begins for candidates in 2020 State/Federal elections;

June 5, 2020: Accounting Services contract signed with Berry, Dunn, McNeil and Parker (BerryDunn);

June 5, 2020 through August 10, 2020: Pre-Award Process: The NH SoS worked with BerryDunn to determine how to allocate the HAVA CARES funds received from the Elections Assistance Commission (EAC) to the cities, towns and unincorporated places. The maximum allocation was set using the percentage that the ballots issued and cast in the 2016 election within an individual city, town or unincorporated place was of all the ballots cast in the 2016 election.

The NH SoS worked with BerryDunn to create a Notice of Award and Grant Agreement. The Grant Agreement included:

- P-37 Standard Contract Form for the State of New Hampshire, and applicable provisions;
- Terms and Conditions;
- EAC Standard Certifications;
- Instructions on Suspension and Debarment; and
- Drug-Free Work Place Policy

The NH SoS worked with BerryDunn to create a reimbursement request form that would be used for the Primary and General Elections. The reimbursement form required the cities, towns and unincorporated places to provide their contact information, Cage Code (from SAM), and DUNS number. The form included the calculation of the total reimbursement for the primary. The reimbursement was calculated by using ballots issued and cast in that town/city during the 2020 primary/general election, less the ballots issued and cast in that town/city in the 2016 elections at the Statewide Standard Cost Rate per ballot.

June 12, 2020: Filing period ends for candidates for 2020 federal/state election cycle;

June 17, 2020: Last day for party committees to fill vacancies;

July 7, 2020: Formal letter was sent to EAC requesting use of standard cost methodology to reimburse towns and cities for additional absentee ballots issued and cast in 2020;

July 25, 2020: 45-day deadline to send UOCAVA absentee ballots for State Primary;

August 5, 2020: EAC approved standard cost methodology to reimburse towns and cities for additional absentee ballot costs;

August 10, 2020: Notice of Grant Opportunity was sent to towns and cities. The initial due date to submit information to the State in order to participate in the program was August 28, 2020. Extensions were provided upon request. In order to participate, the towns had to provide the following documents:

- Signed Form P-37. This included the pages of provisions that are dated and initialed.
- Signed Attachment A
- Signed Attachment F
- Evidence that the city, town or unincorporated Place complied with RSA 31:95-b or RSA 21-P:43 concerning acceptance of unanticipated revenue. Municipalities using the designated signing authority option also had to attach evidence demonstrating the designee's authority to sign.

August 12 & 13, 2020: Webinar for towns and cities on Grant Opportunity;

August 14 through November 2, 2020: Using personal protective equipment (PPE) supplied by the State, towns and cities set up polling places that mitigated risks to voters and election officials posed by the pandemic.

August 28, 2020: Amended Grant Agreement Packet is due from cities, towns and unincorporated places. After this due date had passed, 152 of the total 237 cities, towns and unincorporated places had completed the necessary documents in order to participate in the grant program. Three towns had notified the NH SoS that they were not interested in participating in the grant program.

September 4, 2020: The NH SoS notified all of the remaining cities, towns or unincorporated places that a Grant Amendment would be issued in order to include those that missed the initial deadlines in the process.

September 8, 2020: State Primary: The 152 cities, towns and unincorporated places participating in the grant program were required to submit completed reimbursement requests with the total absentee ballots issued and cast for the Primary Election by Monday, September 14, 2020. The NH SoS worked with BerryDunn to validate figures provided by the cities, towns and unincorporated places, following the method approved by the EAC, the NH SoS and BerryDunn relied on the "Official Return of Votes" for the Primary Election as of September 11, 2020 to validate the "Absentee Ballots Cast". The NH SoS similarly relied on a report from the statewide voter registration system as of September 18, 2020 to validate the "Absentee Ballots Issued." Using the same methodology, comparable figures for the 2016 election cycle were obtained and conveyed to the cities and towns in the Grant Agreement.

After performing the reconciliation between the NH SoS records and the reimbursement requests completed by the cities and towns, BerryDunn noted that 127 of the 152 reimbursement requests were incomplete or incorrect. The common issues were incorrect 2016 figures utilized, inaccurate 2020 figures provided, form was not signed by the authorized signer, and/or the DUNS and Cage Code were not provided on the reimbursement form. As a result of the issues identified, the NH SoS opted to provide pre-completed revised reimbursement forms to the 127 cities, towns and incorporated place for their review and approval. Throughout this process, it was observed that some cities and towns were still working with the NH SoS office to revise the Official Return of Votes and update information in the statewide voter registration system. As a result, there were 10 cities and towns that provided updated information where the figures used for payment differed from the data pulled on September 11th and September 18th.

September 14, 2020: Reimbursement requests for Primary Election due from cities, towns and unincorporated places;

September 19, 2020: 45-day deadline to send UOCAVA ballots for General Election;

September 28, 2020: Interim Progress Report to EAC for State Primary. The first progress report for the Primary Election was due 20 days after the Primary Election, on September 28. Due to the issues identified above, the figures reported on the first progress report were the BerryDunn recalculations using the data pulled on September 11th and September 18th. The second progress report submitted after the General Election included adjusted figures for the Primary Election for the 10 towns noted above.

October 5, 2020: Amended Notice of Grant Opportunity was provided to cities, towns and unincorporated places. The NH SoS issued a grant amendment in an effort to allow the remaining 82 cities, towns and unincorporated places to participate in the grant opportunity, using almost identical documents. Under the grant amendment, the cities, towns and unincorporated places would submit a single reimbursement request following the General Election that also included data for the State Primary.

October 23, 2020: Amended Grant Agreement Packet due from cities, towns and unincorporated places;

November 3, 2020: General Election. For the 2020 General Election, the NH SoS and BerryDunn modified the reimbursement request process in order to create a more efficient process than the one used in the State Primary. The reimbursement request forms were pre-completed for the cities, towns and unincorporated places utilizing reports available to the NH SoS office. The "Absentee Ballots Issued" were derived from the statewide voter registration system as of the Tuesday following the General Election. The "Absentee Ballots Cast" were derived from Official Return of Votes as of the Friday following the General Election. These pre-completed forms were then individually emailed to the local election jurisdictions for their approval.

Similar to the Primary Election, 7 cities and towns worked with the NH SoS to modify their "Official Return of Votes" and/or the data in the statewide voter registration system. As a result, payments to those municipalities were derived from figures that differed from the original NH SoS data pull.

November 6, 2020: Last day to request recount of votes cast;

November 10, 2020: Accounting reports that, using standard costs, \$715,092.56 was disbursed to 151 cities and towns for the first tranche associated with the State Primary; (This figure differs slightly from the amount in the preliminary September 28, 2020 State Primary Report made in the middle of the payment process. Because of municipal documentation requirements and the follow-up needed, it took time to make payments to towns and cities under the first tranche and to reconcile all payments.)

November 17, 2020: Pre-completed reimbursement requests for General Election (Original grant) and Primary and General Elections (Amended grant) due from cities, towns and unincorporated places;

November 23, 2020: Interim Progress Report to EAC for General Election;

December 1 – 15, 2020: Accounting reports that, using standard costs, \$1,711,259.28 was disbursed to 185 cities and towns for the State Primary and the General Election; for an aggregated total of \$2,426,351.84.

December 2, 2020: House and Senate Organization Day;

December 14, 2020: Meeting of Electors of Electoral College;

December 16 - 31, 2020: Accounting reports that, using standard costs, \$201,887.82 was disbursed to 31 cities and towns for the State Primary and the General Election, for an aggregated total of \$2,628,239.66;

For further detail on how the NHSoS made funds available to local jurisdictions, refer to the response to Question #11. For an assessment of performance, refer to responses to Questions #14 and #15.

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## 8. CARES Grant Specific:

**Describe in detail how you used the funds to address the pandemic and explain how you implemented the approved grant activities.**

Voting Processes - \$7,144.40: For hardware and software to enable in-person recounts during the pandemic.

Staffing: \$38,854.91: For help distributing and following-up on personal protective equipment (PPE) distributions to cities and towns during the pandemic, and for a portion of senior staff costs during the pandemic.

Communications - \$347,235.55: For pandemic-related communications to election officials.

Supplies - \$32,076.35: to purchase election-related PPE for distribution to the cities and towns. (The largest portion of PPE distributed to the cities and towns was paid by the Governor's Office for Emergency Relief and Recovery (GOFERR) using CARES Act funds.)

Contracted Grants Management - \$227,290.00: to administer the standard cost process used to distribute funds to cities and towns.

Other – Subgrants to towns and cities as reimbursement, using Standard Cost Rate. Federal: \$2,628,239.66; . Under the Statewide Standard Cost Rate, cities, towns and unincorporated places were reimbursed a fixed rate for each absentee ballot mailed and/or processed for both the Primary Election in September and the General Election in November in excess of the total number of absentee ballots processed during the Primary and General Elections in 2016. This rate was based upon time studies determined by the NH SoS through the use of an independent accountant. Each city, town and unincorporated place organized for voting was allowed to claim funds up to a maximum based upon its proportionate share of the funds as defined by its relative share of the ballots cast in 2016.

For match expenditures, see responses to questions #11, #13, and #16 herein.

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

The NH SoS encountered many issues in 2020. The following is a representative sample of issues encountered and the way in which they were addressed.

Needs of persons with print disabilities who wish to vote from home (or their location of choice): addressed by implementing accessible vote-by-mail option.

Needs of persons with disabilities to vote privately and independently at the polls: addressed by purchasing printers that would enable use of pre-printed ballot that would be indistinguishable from a regular ballot and would be read by an Accuvote optical scanner or hand counted just like other ballots used at the same polling place;

Changes in protocols to enable safe elections for voters and election officials: addressed by training on pandemic-related protocols;

Misinformation and disinformation: addressed by specific training on these subjects;

Higher local costs to send out and process returned absentee ballots: addressed by issuing sub-grants to towns and cities, relying on a sub-grant management contract with accounting firm oversight, using standard costs and separate training aimed at helping local jurisdictions obtain additional funds;

Higher local costs, piecemeal approach, and limited opportunities for towns and cities to find and purchase materials and equipment: addressed by comprehensive state supply and distribution of personal protective equipment, coordinated with National Guard;

Line management issues: addressed by specific training on line management;

Recent election law changes: addressed by specific election law training;

Postponement of local elections: addressed by specific training on postponement of local elections;

Intense election day activity at polling places with many voters: addressed by discussion groups focusing on needs of high-volume polling places;

COVID 19 pandemic: addressed by expanded training focused on the range of issues generated by the pandemic;

Cybersecurity challenges: addressed by cybersecurity courses, individual hands-on training/ training modules, and ongoing rigorous maintenance of multi-party authentication and user documentation;

Law to enable pre-processing absentee ballots in 2020: addressed by training focused on implementing new law;

Election night reconciliation of election results: addressed by specific training on election night reconciliation;

Potential for conflict related to elections: addressed by de-escalation training and tactics;

Confusion regarding multiple pandemic-related scenarios affecting voter intake at the polls: addressed by training focused on ballot clerk procedures;

Answering basic questions from voters: addressed by implementing "Ask Alexa" artificial intelligence voice interface with public.

Refer to other responses to questions in this Progress Report.

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## 10. Provide a description of any training conducted.

### Otherwise enter N/A.

NH SoS training in 2020 addressed security generally and helped ensure that state/federal elections would run smoothly in the face of the COVID 19 pandemic and cybersecurity challenges. The following lists the NH SoS training programs and the number of participants, which totaled at least 8,544. (This figure counts one election official attending two training events as 2. ) Unless otherwise noted, these events were conducted using Zoom or GoToWebinar (GTW) sessions:

SVRS (ElectionNet) Introductory Training (In person): 80

2020 Polling Place Line Management: 185

2020 Postponement of Municipal Elections and Instructions for Postponed Elections: 113

2020 High Volume Election Day Reg. Polling Place Towns – Round Table: 31

Moderators' Q & A Zoom Sessions: 1,648

Clerks' Q & A Zoom Sessions: 1,263

Supervisors Q & A Zoom Sessions: 1,847

Moderators' and Supervisors' Zoom Session: 382

All Election Officials Debrief Q & A Zoom Session: 68

2020 Polling Places & Voting during COVID 19 Emergency – Dr. Chan: 339

USC Election Cybersecurity Initiative – NH workshop: 103

Polling Places & Voting in COVID 19 Emergency – Dr. Chan - On-Line On-Demand GTW: 69

What is New (Joint Guidance) & Election Law Changes) - On-Line On-Demand GTW: 24

2020 CARES Act Sub-Grants to towns/cities - On-Line On-Demand GTW: more than 40

2020 Pre-Processing of Absentee Ballots: 214

Pre-Processing of Absentee Ballots - On-Line On-Demand GTW: 188

2020 Summer Election Law Training: 263



Summer Election Law Training - On-Line On-Demand GTW: 38

2020 What is New – Election Law Changes: 195

2020 Reconciliation – State Primary: 167

2020 Reconciliation – State Primary - On-Line On-Demand GTW: 47

2020 De-escalation: 135

2020 De-escalation - On-Line On-Demand GTW: 84

2020 Ballot Clerk Procedure at State Primary: 139

2020 Ballot Clerk Procedure at State Primary - On-Line On-Demand GTW: 120

Live In-person Training – Berlin: 54

Ballot Clerk Procedure – General Election - On-Line On-Demand GTW: 545

2020 General Election Reconciliation - On-Line On-Demand GTW: 163

Total Participants in Election Training coordinated by NH SoS: 8,544

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**11. 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.**

The NH SoS sub-granted approximately 80% of the total CARES Act award to the cities, towns and unincorporated places. The funds were allocated/granted to local election jurisdictions using a percentage of the ballots cast in the 2016 election within an individual city, town and unincorporated places to all of the ballots cast in the State for the 2016 election.

The funds were reimbursed to the cities, towns and unincorporated places using an allocation methodology for a statewide standard cost rate that was submitted by the NH SoS in its letter dated July 7, 2020, and approved by the Election Assistance Commission (EAC) as communicated by their Executive Director in an email dated August 5, 2020.

Under the Statewide Standard Cost Rate, cities, towns and unincorporated places were reimbursed a fixed rate for each absentee ballot issued and/or cast for both the Primary Election in September and the General Election in November in excess of the total number of ballots processed during the Primary and General elections in 2016. This rate was based upon time studies performed by an independent consultant.

For assistance in applying the approved methodology, the NH SoS issued a competitive request for proposal and contracted the accounting firm Berry, Dunn, McNeil & Parker L.L.C. ("BerryDunn") to develop two separate standard cost rates to reimburse participating municipalities and carry out the functions of grants management. The first rate was developed to reflect costs necessary to process each single absentee ballot issued pursuant to a request. The second rate was developed to reflect the costs necessary to process an absentee ballot returned and cast. To develop these rates, BerryDunn conducted a time study of absentee ballot processing in five cities and towns that were randomly selected from population pools of similarly sized cities and towns. The time studies collected data for the time and costs required to process the absentee ballot requests and ballots cast.

With guidance from the NH SoS, BerryDunn calculated the following statewide standard cost rates:

- \$7.13 – to process an absentee ballot request and issue an absentee ballot
- \$4.39 – to process an absentee ballot cast

Using the approved methodology, the NH SoS and BerryDunn gathered data regarding the numbers of absentee ballots issued and absentee ballots cast for the State Primary Election. To determine the number of State Primary and General Election absentee ballots resulting from the COVID-19 pandemic, the numbers of absentee ballots issued and cast during the 2016 State Primary and General Election (baseline) were subtracted from the count of absentee ballots issued and cast during the 2020 State Primary and General Election. The difference between 2020 and 2016 State Primary and General Election absentee ballots for each participating municipality was multiplied by the standard cost rates to calculate total estimated costs to process the additional absentee ballots. This calculation served as the basis for reimbursement.

## **12. Match (if applicable):**

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

**Otherwise enter - match not required.**

As of December 31, 2020, the State of New Hampshire had met the match requirements through the following costs:

- \$526,530.26 - local contribution using the Statewide Standard Cost rate. Under the Statewide Standard Cost rate, the cities, towns and unincorporated places received subgrants representing 83.33% of the total costs reimbursement based on the number of absentee ballots issued and cast. The remaining 16.67%, representing local costs, constituted the match.

- \$57,725.80 of indirect costs. Indirect costs were calculated using the Modified Total Direct Cost (MTDC) approach. This amount was calculated using the EAC-approved 10% Fixed Rate of the voting processes expenses, communications expenses, and the total of the grant management contract.

- \$69,642.94 of in-kind contributions. In-kind contributions include expenses in excess of the original contracted amount with the NH SoS were donated by BerryDunn at the standard rates charged for similar services provided. In-kind contributions also include a donation of sanitizer from Anheuser Busch.

## **13. Impact:**

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

Obtaining PPE supplies was difficult during the pandemic. Local elections officials might not have had time to effectively search out and acquire all items of PPE needed to safely run an election in 2020. The state's role as a single buyer was key. Without PPE, local elections staff and voters might have determined it was unsafe to, respectively, help out and show up to vote during the pandemic. Making the polling places safe was key to maximizing voter turnout at the polls and avoiding being overwhelmed by the high cost and effort of absentee ballots.

Given the extraordinary detail of new laws and procedures required in the pandemic, the election might not have gone smoothly if the NHSOS (and other state agencies) had not devoted staff resources and effort toward a significant expansion of training activities and events compared with previous elections.

On August 5, 2020, the Election Assistance Commission approved the proposed standard cost methodology to reimburse towns and cities for additional absentee ballot costs, following the State's July 7, 2020 request. This enabled cities and towns to obtain CARES Act sub-grants without submitting evidence of every expenditure, and made the program available to those cities and towns that were not accustomed to federal grant reporting and documentation. It also focused towns' and cities' attention on responding to absentee ballot requests and processing returned absentee ballots in a timely and efficient manner. Some HAVA Security funds were spent to achieve these goals.

Local election officials were able to accommodate pandemic-related challenges, getting absentee ballots out on schedule and processing returned ballots.

Using personal protective equipment supplied by the State, cities and towns were able to set up safe polling places that mitigated risks to voters and election officials.

State and local election officials were able to effectively communicate pandemic-related changes in processes to voters.

With the help of in-person and on-line training, the Secretary of State offered training to election officials on 28 subjects.

Unexpected benefits included record turnout in the General Election, which confirmed voters' interest in participation in democracy. Using a numerator of 'Vote for Highest Office' and a denominator of 'Voting Age Population (VAP)', New Hampshire's turnout, at 72.2%, represented the 3rd highest state turnout in the nation. (U.S. Elections Project data, March 4, 2021)

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#### **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?**

Use of Standard Costs to Simplify Reporting. This process reduced the complexity of financial reporting on local jurisdictions in New Hampshire, particularly for medium and smaller towns, and enabled most towns and cities to apply for HAVA CARES Act funds.

Without the standard cost approach, the State would not have been able to pursue town and city reimbursement for absentee ballot costs broadly, aggressively, and fairly. Far fewer towns might have signed up, and this might have affected their capacity to pay attention to sending and processing absentee ballots.

The standard cost approach enabled cities and towns to obtain CARES Act sub-grants without submitting evidence of every expenditure, and made the program available to those cities and towns that were not accustomed to federal grant reporting and documentation. It also focused towns' and cities' attention on responding to absentee ballot requests and processing returned absentee ballots in a timely and efficient manner. Some HAVA Security funds were spent to achieve these goals.

Local election officials were able to accommodate pandemic-related challenges, getting absentee ballots out on schedule and processing returned ballots.

Using PPE supplied by the State, towns and cities were able to set up polling places that mitigated risks to voters and election officials posed by the pandemic. State and local officials were able to effectively communicate pandemic-related changes in laws and procedures to election officials and voters.

Accessible Vote by Mail: The NH SoS rolled out a new accessible system to enable voters with print disabilities who could not vote in any other way to cast an absentee ballot by mail from their preferred location (often their own home). Local and State election officials learned/were trained were introduced to the new accessible system by receiving requests and helping vet voters for eligibility.

Using the following match sources helped to deploy resources quickly and effectively during the pandemic:

Standard Costs efficiently established the towns' and cities' match contribution without overwhelming municipal authorities with expense accounting requirements.

Indirect costs, applied to Modified Total Direct Costs, using the de minimis 10% allowed by the EAC, fairly represented the minimum overhead that the state contributed to manage elections during the pandemic.

Re-directed costs, the reallocation of senior staff toward managing 2020 elections fairly represented the portion of incremental senior staff effort diverted by the pandemic. This method was used to match 2020 Security Funds only.

In-kind contributions from BerryDunn and Anheuser Busch, based on market rates, represented fairly the uncompensated effort and material contributed by two private parties.

## 5. Expenditures

### 15. Current Period Amount Expended and Unliquidated Obligations

#### CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$7,144.40	
Staffing:	\$38,854.91	
Security and Training:		
Communications:	\$347,235.55	
Supplies:	\$32,076.35	
Total	\$3,280,840.87	\$653,899.00
Other- Federal amount represents subgrants to towns and cities as reimbursement for additional absentee ballot costs, using Standard Cost Rate. Match represents local contribution.	\$2,628,239.66	526,530.26
Other - Contracted Grants Management	\$227,290.00	
Other - Indirect Costs		\$57,725.80
Other - In-kind Costs		\$69,642.94

OMB CONTROL NUMBER: 3265-0020

## 6. Certification

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

**First Name**

Anthony

**Last Name**

Stevens

**Title**

Senior Elections Specialist

**Phone Number**

**Email Address**

Signature of Certifying Official:

A handwritten signature in black ink, appearing to read "A Stevens", written in a cursive style.

Signature of: Anthony Stevens

## 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.