

**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)
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3. Recipient Organization (Name and complete address including Zip code)

**Office of the Lt Governor of Utah**  
**State Capitol Complex Ste 220, SALT LAKE CITY, UT 841141202**

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 checked="" type="checkbox"/> Cash <input 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>September 30, 2021</b>
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**10. Transactions** Cumulative

*(Use lines a-c for single or combined multiple grant reporting)*

**Federal Cash (To report multiple grants separately, also use FFR Attachment):**

a. Cash Receipts	\$1,848,848.22
b. Cash Disbursements	\$1,848,848.22
c. Cash on Hand (line a minus b)	\$0.00

*(Use lines d-o for single grant reporting)*

**Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized	\$4,321,708.00
e. Federal share of expenditures	\$1,848,848.22
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum of lines e and f)	\$1,848,848.22
h. Unobligated balance of Federal funds (line d minus g)	\$2,472,859.78

**Recipient Share:**

i. Total recipient share required	\$864,342.00
j. Recipient share of expenditures	\$398,072.30
k. Remaining recipient share to be provided (line i minus j)	\$466,269.70

**Program Income:**

l. Total Federal share of program income earned	\$14,973.88
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)	\$14,973.88

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>Evans, Duncan</b> <b>Managing Director of Budget &amp; Operations</b>	c. Telephone (Area code, number, and extension)  d. Email Address
b. Signature of Authorized Certifying Official  <b>Evans, Duncan</b>	e. Date Report Submitted (Month, Day, Year)  <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

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(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

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

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**Federal Agency Review**

Reviewer Name

Phone #

Email

Review Date

Review Comments

# 2021-2022 EAC Progress Report

## 3. EAC Progress Report

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**1. State or Territory:**

Utah

**2. Grant Number:**

UT20101CARES

**3. Report:**

Final (Start of Grant - End)

**4. Grant:**

CARES

**5. Reporting Period Start Date**

10/01/2020

**6. Reporting Period End Date**

03/28/2020

## 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.**

The state of Utah elections office partnered with counties to ensure that voters had the opportunity to safely vote in 2020 primary and general elections that took place during the pandemic. Several Utah counties were already providing vote by mail options prior to the pandemic. The CARES act funding allowed for the expansion of vote by mail in other counties, helped provide safe alternative for voters that were not able to vote by mail, and notified voters of how the pandemic had altered voting options. Based on voter turnout during the 2020 general election, we believe these efforts were highly successful. During the 2020 general election, 90 percent of registered voters cast a ballot, compared to the 82 percent of registered voters that cast a ballot in the previous 2016 presidential election.

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**7. CARES Grant Specific:**

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

- (1) Voting processes, including providing prepaid return postage on mail ballots (if the county has not previously provided prepaid postage) or associated costs due to the increased volume of mail ballots. Ballot Envelopes (Reprinting, Stickers, Seals, Additional Envelopes)
- (2) Personal Protective Equipment (PPE) and cleaning supplies.
- (3) Ballot Drop Box Purchase and Installation to increase availability.
- (4) Communications to notify, educate, and inform voters of new election procedures due to COVID-19, including the following:
  - Advertisements (Radio, Digital, TV, billboard)
  - Notices - Newspaper Advertisement
  - Notices - Letter/Postcard to Voters to Notify of Changes
  - Notices - Letter to Unaffiliated Voters
  - Notices - Ballot Inserts
  - Notices - Misc. or Uncategorized
- (5) Pay associated costs for conducting drive-up voting including:
  - Drive-Up Voting - Safety and Traffic Management
  - Voting Location - IT or Voting Equipment
  - Polling Location - Misc. Expenses (tents, coolers, portable toilets, etc)
  - Facility Rental or Expenses
  - Signage for drive-up locations, drop boxes, etc
- (6) Increased poll workers/temporary employees and/or additional pay and training.
- (7) Make accommodations to voters who may not be able to vote by mail.

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

Most challenges were a continuation of challenges mentioned in the previous report, including how a major challenge for county election officials and the state was procuring enough PPE for election workers and poll workers. Although it was a challenge, county election officials were able to work with their county emergency department and the state to obtain enough PPE for their workers.

Another significant challenge for some county election officials was the logistics of drive-up voting, as it has never been done in the state before. The counties will be reimbursed for supplies used to stage a large outdoor voting area that accommodated vehicles.

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

N/A

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**10. Subgrants:**

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

Yes

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

The state subgranted \$1,501,992 to counties to support the administration of the 2020 primary and general elections during the pandemic. Counties used the funding for the following activities:

- (1) Voting processes, including providing prepaid return postage on mail ballots (if the county has not previously provided prepaid postage) or associated costs due to the increased volume of mail ballots. Ballot Envelopes (Reprinting, Stickers, Seals, Additional Envelopes)
- (2) Personal Protective Equipment (PPE) and cleaning supplies.
- (3) Ballot Drop Box Purchase and Installation to increase availability.
- (4) Communications to notify, educate, and inform voters of new election procedures due to COVID-19, including ballot inserts, letters or postcards, and newspaper advertisements.
- (5) Pay associated costs for conducting drive-up voting including:
  - Drive-Up Voting - Safety and Traffic Management
  - Voting Location - IT or Voting Equipment
  - Polling Location - Misc. Expenses (tents, coolers, portable toilets, etc)
  - Facility Rental or Expenses
  - Signage for drive-up locations, drop boxes, etc
- (6) Increased poll workers/temporary employees and/or additional pay and training.
- (7) Make accommodations to voters who may not be able to vote by mail.

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**Provide a breakdown of aggregate subawards expenditures across major categories.**

Other (Voter Reg. Security Equipment) : \$1,262,043.00  
Communications : \$239,949.00

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Total : \$1501992

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**12. Match:**

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

The state met its match requirements by spending \$398,072 of state funds on a statewide voter outreach campaign in late May and June. The campaign encouraged voters to vote by mail during primary elections and communicated coronavirus-related changes to the election process. The campaign utilized radio, online advertisements, and billboards.

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

NA

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**14. Impact:**

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

The CARES Act funding allowed counties to provide safe voting opportunities that were well-publicized. We experienced record turnout and no known outbreaks of COVID-19 from our polling places and ballot counting centers.

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**15. 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?**

On a state level we were able to identify some voter outreach methods that were effective that we will continue to use going forward. One of these was a coordinated advertising campaign where the materials was also made available for the counties to use the content.

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## 5. Expenditures

### 16. CARES COST CATEGORIES - FEDERAL

Voter Education/Communications: : \$304152

Subgrants: : \$1501992

Other (Specify below) : \$42500

Other (Specify below) : \$204

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Total : \$1848848

**Comments:** Other costs were for a ballot curing notification service and admin costs.

### 17. CARES COST CATEGORIES - MATCH

Voter Education/Communications: : \$398072

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Total : \$398072

**Comments:**

## 7. Expenditures

### 18. Confirm Total CARES Expenditure Amounts

Federal : \$1848644

Match : \$398072

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Total : \$2246716

**OMB CONTROL NUMBER: 3265-0020**

## 8. Certification

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

**First Name**

Duncan

**Last Name**

Evans

**Title**

Managing Director of Budget & Operations

**Phone Number**

**Email Address**

19. Add another contact to send a copy of submission confirmation and edit link?

Signature of Certifying Official:

A handwritten signature in black ink, appearing to read 'Duncan Evans', written on a white background.

Signature of: Duncan Evans

## 9. Report Submitted to EAC



Thank you. Your Final (Start of Grant - End) progress report for CARES has been submitted to the EAC. Please keep the PDF download of your submission as grant record.