

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted ELECTION ASSISTANCE COMMISSION				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) Secretary of State, Washington 416 Sid Snyder Ave SW, Olympia, WA 985011347							
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: March 28, 2020				9. Reporting Period End Date (Month, Day, Year) September 30, 2021			
To: December 31, 2020							
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					\$5,641,570.90		
b. Cash Disbursements					\$5,641,570.90		
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					\$8,343,778.00		
e. Federal share of expenditures					\$5,641,570.90		
f. Federal share of unliquidated obligations					\$0.00		
g. Total Federal share (sum of lines e and f)					\$5,641,570.90		
h. Unobligated balance of Federal funds (line d minus g)					\$2,702,207.10		
Recipient Share:							
i. Total recipient share required					\$1,672,951.55		
j. Recipient share of expenditures					\$1,149,422.50		
k. Remaining recipient share to be provided (line i minus j)					\$523,529.05		
Program Income:							
l. Total Federal share of program income earned					\$53,198.03		
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)					\$53,198.03		
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 Holmes, Stuart Deputy Director of Elections				c. Telephone (Area code, number, and extension)			
b. Signature of Authorized Certifying Official Holmes, Stuart				d. Email Address			
e. Date Report Submitted (Month, Day, Year) October 29, 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): \$4,196.55

State interest expended (current fiscal year): \$0.00

Program income earned (current fiscal year): \$0.00

Program income earned breakdown (current fiscal year): \$0.00 Source: e.g. Sale of registration list

Program income expended (current fiscal year): \$0.00

The amended NGA, WA20101CARES-01, sent to us by Kinza Ghaznavi (EAC) on 8/31/2020, listed a "Current Award" amount of \$7,068, a "Prior Awards" amount of \$1,661,687, and a "Cumulative Funding" amount of \$1,688,755 for the state match. However, we have since discovered that the "Cumulative Funding" amount listed in the NGA is incorrect and should be $\$7,068 + \$1,661,687 = \$1,668,755$. Therefore, the correct amount for line 10i is calculated as follows: $\$1,661,687$ (original state match) + $\$7,068$ (amended state match) + $\$4,196.55$ (state match interest) = $\$1,672,951.55$

Federal Agency Review

Reviewer Name

Phone #

Email

Review Date

Review Comments

2020-2021 EAC Progress Report

3. EAC Progress Report

1. State or Territory:

Washington

2. Grant Number:

WA20101CARES

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

10/18/2021

7. Recipient Organization:

Organization Name

Office Of The Secretary Of State Washington

Street Address

City

State

Zip

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.

We assess our performance as excellent. Washington processed 9,064,888 ballots during three elections for Federal office in 2020, under evolving pandemic conditions. This was primarily due to the equipment our subreipients procured, as well as the additional safety measures taken, including PPE.

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.

Federal Award \$8,343,778

State match \$1,688,755

Total \$10,032,533

To respond to, prepare for and help prevent COVID19 we used CARES grant funds to:

- Purchased PPE
- Increase sanitization
- Plastic barriers installed
- Easily sanitized workspaces and seats were added
- Reduced amount of touching of ballots by adding tabulators, envelope folders, scanners and other automation
- Windows, cameras, large screens, and live streaming of processes were added
- Mobile Kiosks and voting stations were added
- Drive through and curbside services were implemented
- Traffic plans were drafted
- Spaces were enlarged, redeveloped or rented to allow for proper social distancing
- HVAC systems were installed to provide heating and cooling to elections facilities
- Improvements to allow contactless options such as temperature taking and lockers for temporary staff belongings were made
- Peel and stick envelopes were purchased
- Online waitlist apps were subscribed to
- Wi-Fi was extended to accommodate services outside of buildings
- Drop off site hours were extended and additional sites added
- Hazard pay was offered

- Shift working was necessary
- Telecommuting was implemented
- Laptops and WebEx were purchased
- Additional educational communications were sent because of changes in services

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

The most difficult issues we have faced dealing with the pandemic during a federal election include:

- County sites are housed in small spaces
- Much of the ballot processing in the state is processed by hand
- Many people touching the same item multiple times and working side-by-side
- Small staffs and budgets have been cut because of the impacts of COVID19
- Difficult conditions accommodating staff and observers while processing ballots
- Voters often still come in person
- Shared office space and supplies
- Envelopes that had been licked
- Difficulty obtaining PPE
- "Stay at home" orders caused long lead times and/or shortages of equipment and vendors
- Additional response projects on top of 2020 National Federal Presidential Election, same staff
- Temporary election staff shortage
- Staff testing positive for COVID
- Social distancing constraints and organization
- Remote working
- Tight timelines

10. Provide a description of any training conducted.

Otherwise enter N/A.

N/A

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.

Each county in the state was awarded \$125,000 and \$1.098 per registered voter, and kept their projects to the major categories of Voting Processes, Supplies, Staffing, Security & Training, and Communications.

12. Match (if applicable):

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

The legislature appropriated matching funds for the CARES grant in the amount of \$1, 661,687.

13. Impact:

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

CARES funds have significantly improved elections for Federal office by enabling our subrecipients to operate in a world changed by COVID-19. From additional equipment enabling significantly fewer employees to do the same or more work, to

more nimble and flexible operations, these changes benefited the 2020 Federal election in ways that allowed Washington to process a record setting election under pandemic conditions.

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?

Many permanent changes were made. The largest was the investment in equipment, enabling far fewer workers to process ballots for the 2020 Federal elections, which was the largest in history in terms of ballots sent and returned in Washington. This equipment also enhanced efficiency of operations saving subrecipients countless thousands of dollars during a time of declining revenue and budget shortfalls. Other permanent changes include installation of HVAC systems to heat and cool election offices and filtration systems.

We would suggest to other states that they look at ways to make operations more nimble and flexible, allowing for rapid changes due to unforeseen circumstances, whether that is from COVID-19, another pandemic, or any other emergency.

5. Expenditures

15. Current Period Amount Expended and Unliquidated Obligations

CARES COST CATEGORIES

	Federal	Match
Voting Processes:	\$3,274,660.47	\$620,592.33
Staffing:	\$339,711.49	\$59,757.13
Security and Training:	\$446,471.16	\$84,002.84
Communications:	\$205,985.26	\$117,114.09
Supplies:	\$1,374,742.52	\$267,956.11
Total	\$5,641,570.90	\$1,149,422.50

OMB CONTROL NUMBER: 3265-0020

6. Certification

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

First Name

Christopher

Last Name

Donald

Title

Budget and grant specialist

Phone Number

Email Address

Signature of Certifying Official:



Signature of: Christopher Donald

7. Report Submitted to EAC



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