

# EAC CARES Progress Narrative Report

Response ID:42 Data

## 1. EAC-CARES Progress Narrative Report Login

Please enter your userword and password to begin the CARES Funding Progress Narrative. If you require assistance or have any questions, please contact CARESFunding@eac.gov.

## 2. Not a Bot Verification

reCAPTCHA answered

## 3. EAC CARES Progress Narrative Report

### 1. State:

Enter the name of the state or territory that received the grant and is submitting this report.

Idaho

### 2. Grant Number:

Enter the grant agreement number from the notice of grant award.

ID20101CARES

### 3. Report:

20 days after primary

### 4. DUNS/UEI:

Enter the recipient organization's Data Universal Numbering System (DUNS) number or System for Award Management (SAM) extended DUNS Number or the Unique Entity Identifier.

### 5. EIN:

Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Services.

### 6. Recipient Organization:

Enter the name of the recipient organization and address, including zip code.

#### Organization Name

Idaho Secretary Of State

#### Street Address

700 W Jefferson St #e205

#### City

Boise

#### State

ID

Zip

83702

## 7. Progress Narrative:

### Progress During Reporting Period

The CARES Act requires states to submit a report after each primary and general election that includes a “full accounting of the State’s uses of the payment and an explanation of how such uses allowed the State to prevent, prepare for, and respond to coronavirus.” Please provide a narrative report that describes how you used the funds to address the pandemic, the challenges you faced in responding to it and how you are meeting the state match requirement. Describe the major issues you faced in dealing with the pandemic in the election cycle and how you made funds available to local jurisdictions. Complete the cost table below describing your major expenditures under the grant. Add additional cost areas as needed that do not fit into the other categories.

Due to the coronavirus, a request was made, and a proclamation issued by Governor Brad Little to conduct our May primary by absentee ballot only. This proclamation was issued to ensure the safety of the general public as well as the thousands of poll workers statewide.

The first challenge we overcame was to adjust our current process for requesting an absentee ballot. Prior to the pandemic, an individual had to request a ballot in paper form sent to the county. We recognized the impact this would have on the counties, so we developed an approved web application in which a registered voter could request their ballot online.

The second challenge was ensuring we got the word out to every household in the state of Idaho and directing them to register to vote and request their absentee ballot online or through the mail. Our efforts included sending a postcard to every household in the state informing them of the change to the voting processes, which also included a '1,2,3 step' process we have adopted to inform them of the steps they need to follow. A month later, we sent out a 2nd mailing to every registered voter who had not yet requested a ballot. This 2nd mailer included a postcard which would serve as their ballot request if they completed the form and sent it back to their county. Both mailers were paid for with our federal CARES funds and totaled \$466,487 in both production and postage fees. Our efforts also included advertising through multiple media outlets in order to get the word spread to as many individuals as possible.

Funds are being held for each of our counties to assist them in the election's costs incurred due to the pandemic in the Primary's and prepare for the general election in November. They are currently working on their spending plans that they will submit to us for approval to ensure the expenses will be incurred under the current guidelines. The county funds also play into how we intend to meet our State match requirement. As part of their federal funding, they are also required to provide a match prior to accessing the funds. Counties are currently in the process of gathering those expenses to submit to our office for approval.

## FINAL PROGRESS NARRATIVE REPORT

### PROGRESS DURING REPORTING PERIOD

The CARES Act requires states to submit a report after each primary and general election that includes a “full accounting of the State’s uses of the payment and an explanation of how such uses allowed the State to prevent, prepare for, and respond to coronavirus.” Please provide a narrative report that describes how you used the funds to address the pandemic, the challenges you faced in responding to it and how you are meeting the state match requirement. Describe the major issues you faced in dealing with the pandemic in the election cycle and how you made funds available to local jurisdictions. Complete the cost table below describing your major expenditures under the grant. Add additional cost areas as needed that do not fit into the other categories.

The final report is your opportunity to share the significant features of your activities and present information about the results you achieved. The document should be written as if the reader has no previous knowledge of your activities. EAC would like to share the final reports with all states. The report should cover the entire period of performance. Review and highlight all activities that occurred during the period of the grant. Include the table of expenditures with cumulative expenditures for the entire project period.

## CONCLUSIONS AND RECOMMENDATIONS

Summarize your entire project and the lessons learned during its implementation. Include a review of your successes and an assessment of how your activities addressed the pandemic. What did you learn about dealing with and preparing for a major crisis during an election year that can be helpful to other states? Did you make permanent changes to your processes? Were there unexpected benefits? Shortfalls?

## 8. 2020 HAVA CARES GRANTS

### Current Period Amount Expended and Unliquidated Obligations

#### PANDEMIC GRANT COST CATEGORIES

	Federal	Match
Voting Processes, including additional costs for printing and mailing ballots, ballot tracking software, high speed scanners and letter opening equipment, mail drop boxes, hardware and software associated with signature comparison of returned ballots	\$407,117.00	
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff		
Security and Training: Security for additional absentee or mail drop-boxes, pre- and post-election cleaning of polling places, staff and poll worker training on prevention processes		
Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures)	\$104,589.03	
Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks		

If you need additional rows for the summary table, please upload an Excel document with the same layout.

## 4. Certification

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

**First Name**

Kathy

**Last Name**

Abbott

**Title**

Financial Specialist

**Phone Number**

2083322824

**Email Address**

kathy.abbott@sos.idaho.gov

**2. Signature of Certifying Official:**

A handwritten signature in black ink that reads "Kathy Abbott". The letters are cursive and connected.

Signature of: Kathy Abbott

**5. Report Submitted to EAC**

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**CARES Funding Progress Narrative Submission**

May 22, 2020 12:11:47 Success: Email Sent to: kathy.abbott@sos.idaho.gov