

EAC CARES Progress Narrative Report

Response ID:151 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.

New Hampshire

2. Grant Number:

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

NH20101CARES

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

New Hampshire Secretary Of State

Street Address

107 North Main St.

City

Concord

State

NH

Zip

03301

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.

The New Hampshire Secretary of State's (SoS) Office is reporting \$892,255.82 in expenditures for this grant incurred in the processing of additional absentee ballots for the Primary Election that occurred on September 8, 2020.

These expenditures were determined using the allocation methodology submitted by the SoS in our letter dated July 7, 2020, and approved by the Election Assistance Commission (EAC) as communicated by Executive Director Mona Harrington in an email dated August 5, 2020. Utilizing that methodology we developed statewide standard cost rates to allocate the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) emergency funds to participating New Hampshire cities, towns and unincorporated places "to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle" Section 1500.1 Independent Agencies Election Assistance Commission Election Security Grants of the CARES Act.

Under that approved methodology we developed two separate rates to reimburse participating municipalities. The first rate was developed to reflect costs necessary to process requests for a single absentee ballot. The second rate was developed to reflect the costs necessary to process an absentee ballot cast. To develop these rates we 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. We calculated the following statewide standard cost rates:

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

Consistent with the approved methodology, following the Primary Election we gathered the final absentee ballot results. Specifically, we gathered data regarding both the numbers of absentee ballots issued and absentee ballots cast. To determine the number of Primary Election absentee ballots resulting from the COVID-19 public health emergency, we subtracted the number of absentee ballots issued and cast during the 2016 Primary Election (baseline) from the count of absentee ballots issued and cast during the 2020 Primary Election. We multiplied the difference between 2020 and 2016 Primary Election absentee ballots for each participating municipality by the standard cost rates to calculate total estimated costs to process the additional absentee ballots.

In advance of the Primary Election, the cities, towns and unincorporated places submitted signed grant agreements including all of the certifications required to fulfill federal requirements. The cities, towns and unincorporated places submitted requests to the SoS on the Monday following the Primary Election to report the total number of ballots issued and cast for reimbursement purposes. We used preliminary, pre-canvassing figures in the statewide ElectioNet system to validate the total number of absentee ballots issued for 2020 submitted by the cities, towns and unincorporated places on reimbursement request forms. We used the data reported to the SoS the day after the Primary Election on the "Official Return of Votes" to validate the total number of absentee ballots cast in 2020 submitted by the cities, towns and unincorporated places on reimbursement request forms. One challenge that we have encountered through the review of reimbursement requests submitted was that the data is still being collected and entered by the cities, towns and unincorporated places in the weeks following the Primary Election. We are working with the cities, towns and unincorporated places to reconcile any differences between the information currently available to the SoS on ballots issued and cast to the internal records of each city, town or incorporated place. We pulled reports from our state systems as of a specific date for initial reimbursement purposes. If there are changes made to these data sources, we will reflect those changes in an additional payment to be made to the applicable

cities, towns or unincorporated places or an adjustment to the payments made in November after the General Election. We are reporting \$892,255.82 of total costs under the NH20101 CARES 2020 HAVA CARES Act Grant. Of these costs, \$713,804.66 represents 80% of the total cost. This amount constitutes the total initial payments to cities, towns or unincorporated places for the eligible costs to process the additional absentee ballots of participating municipalities in the State Primary. Each municipality has certified that their share (20%) has not been used as match for any other federal grant funds and was funded by local or state general funds.

Upcoming Activities

Of the 236 cities, town and unincorporated places in New Hampshire, 153 participated in the grant funding available for the Primary Election and we anticipate they will also be participating in the reimbursement after the General Election. We had a total of three towns that opted out of the grant. We are actively working with the remaining 80 cities, towns and unincorporated places to assist in completing the necessary documentation in order to participate in the grant opportunity. We have issued a grant amendment in which the remaining cities, town and unincorporated places will be able to submit for reimbursement under the approved standard cost rate methodology after the General Election for costs associated with the Primary and the General Elections.

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	\$0.00	\$0.00
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff	\$0.00	\$0.00
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	\$0.00	\$0.00
Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures)	\$0.00	\$0.00
Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks	\$0.00	\$0.00
EAC Approved Standard Cost Rate: Based on the time studies performed, costs included are associated with additional temporary staff or existing staff diverted to process the increased number of absentee ballot processing resulting from the COVID-19 public health emergency. The standard cost rate also includes the postage incurred to mail the absentee ballot requests.	\$713,804.66	\$178,451.16

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

OMB CONTROL NUMBER: 3265-0020

4. Certification

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

First Name

Anthony

Last Name

Stevens

Title

Senior Elections Specialist

Phone Number

603-271-8245

Email Address

Anthony.Stevens@sos.nh.gov

2. Signature of Certifying Official:



Signature of: Anthony Stevens

5. Report Submitted to EAC



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

CARES Funding Progress Narrative Submission

Sep 25, 2020 17:48:20 Success: Email Sent to: Anthony.Stevens@sos.nh.gov