

# EAC CARES Progress Narrative Report

Response ID:217 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.

Pennsylvania

### 2. Grant Number:

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

PA20101CARES

### 3. Report:

November 23 after general election

### 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

Pa Department Of State

#### Street Address

401 North St. 308 North Office Building

#### City

Harrisburg

#### State

PA

Zip

17120

## 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.

Voting Processes - FEDERAL SHARE: Funding used to provide counties with pre-paid postage on all mail and absentee ballots; shipping costs to send envelopes to counties for individuals covered under the ADA (specific size changes to envelopes for individuals who are visually impaired); various equipment procured by counties and reimbursed under the grant such as mail drop boxes, high speed scanners, letter opening equipment, etc; printing and mailing ballots. STATE SHARE: Updates to commonwealth election software for increased workload; printing and postage to mail paper mail-in ballot applications to voters.

Staffing - FEDERAL SHARE: Personnel costs at the county level for additional poll workers; election staff; etc. STATE SHARE: Additional commonwealth staff added to the Election Call Line in the weeks leading up to the primary election, election day, and the ramp down afterwards; Election Grant Award made to PA used to acquire additional IT technical staff used for the set up of additional satellite election offices, and during the general election.

Security and Training - FEDERAL SHARE: Election and Poll Worker training; Stealth Services. STATE SHARE: Secured Virtual Private Network connections for county staff to the commonwealth's IT systems; Increased server capacity to ensure additional backup to house election information; Election Grant Award made to PA used to procure Stealth Services.

Communications - FEDERAL SHARE: Postcard mailer to all registered voters notifying of change in primary election date; Advertising campaign for the primary election

Supplies - FEDERAL SHARE: Polling place cleaning kits for all counties to use during primary election day; Masks, hand sanitizer, general office supplies, etc procured by counties and reimbursed with federal CARES dollars; Floor tape for social distance marking, disinfectant spray; and sneeze guards procured by the Commonwealth and allocated to the counties for use during the primary and general elections. STATE SHARE: Election Grant Award made to PA used to purchase additional PPE for counties. Additional sneeze guards for polling places, gloves, disinfectant, paper towels, along with associated shipping costs were procured; Hardware for county elections offices including scanners, HP mini's, switches, routers; printers, etc were procured and shipped to the counties.

## 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	\$1,650,522.11	\$303,475.17
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff	\$443,533.69	\$281,818.89
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	\$547,000.63	\$489,953.01
Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures)	\$2,357,034.23	
Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks	\$2,196,770.19	\$1,488,336.98

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

Kimberly

Last Name

Mattis

**Title**

Director, Bureau of Finance and Operations

**Phone Number**

7177725193

**Email Address**

kmattis@pa.gov

**2. Signature of Certifying Official:**



Signature of: Kimberly A Mattis

**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**

Nov 20, 2020 15:21:19 Success: Email Sent to: kmattis@pa.gov