

EAC CARES Progress Narrative Report

Response ID:112 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.

Washington

2. Grant Number:

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

WA20101CARES

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

Washington State - Office Of The Secretary Of State

Street Address

520 Union Ave Se

City

Olympia

State

WA

Zip

98501-1429

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.

State match:

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

How did you make funds available?

Each county in the state was awarded \$125,000 and \$1.098 per registered voter.

What challenges and major issues have you faced?

While Washington State is a mail-in-ballot state we have been hit with many challenges due to COVID19 that have little to do with staffing polling places. Most of our county sites are housed in small spaces, and much of the ballot processing in the state is processed by hand. This can mean many people touching the same item multiple times and working side-by-side. Additionally, many Elections Departments have very small staffs and budgets have been cut because of the impacts of COVID19.

Social distancing has been a major issue for us. Offices that were already having difficulty under normal conditions accommodating staff and observers while processing ballots, are now faced with six foot distance requirements.

Accommodating observers is an issue every county has grappled with. Voters often still come in person to register to vote, to print off new ballots, to return ballots, and candidates file in person. Shared computers, pens, workstations, air, cars, and envelopes that had been licked all became health hazards, and some of our remote small counties had difficulty obtaining PPE.

The "stay at home" orders caused a shortage in vendors of all types. Existing staff managing new projects to respond to the health threats in the middle of a pandemic and a presidential election, has proved very difficult in an already seriously impacted work environment. Finding additional elections staff during an epidemic that asks people to stay home, especially those over the age of 60, has impacted our operations greatly. Add to that a high voter turnout and the severely impacted budgets and our operations have been strained in ways we have not encounter before.

How did this award allow the State to prepare for, prevent or respond to COVID19?

The CARES act funding assisted Washington State Elections in preparing for COVID 19 by providing funding for the purchase of much needed PPE and sanitizing supplies, plastic barriers for customer windows and work stations, and printing signs & mailers explaining needed changes to current systems because of COVID19. Windows and cameras have been added to allow observers to observe without sharing space with elections workers. Cameras now provide streaming opportunities so observers can watch from lobbies or even their own homes. Mobile kiosks have been provided to allow voters to register or print off ballots in spaces outside the day to day office operations. Wi-Fi has been extended to parking lots to allow voters to perform these services from their cars. These types of options have removed the need for shared writing implements and paper crossing many hands. Peel and stick envelopes have been purchased to eliminate the need for a voter to lick the envelope.

The CARES act funding assisted Washington State Elections in the prevention of COVID19 by allowing counties the opportunity to invest in various types of larger spaces for elections operations. This has helped provide greater social distancing for election workers. The types of larger spaces range from temporarily renting large venues, removing internal walls to expand workroom space, inserting windows to provide viewing without exposing work staff, and moving operations to larger buildings or rooms. Automated ballot processing machines such as sorters, folding machines, and scanners have been purchased to reduce handling of possible contaminants and allow greater

distancing of staff. Staff no longer have to be in close proximity to accomplish these tasks. HEPA filtration systems, plastic barriers, and hands free appliances have been added to work areas. Additional cleanings and office furniture that can be easily sterilized have been provided.

The CARES act funding assisted Washington State Elections in responding to COVID19 by funding hazard pay, paying for overtime, and allowing for the hiring of temporary workers. Laptops and WebEx conferencing equipment have been purchased to allow for telecommuting. Drive up services such as ballot drop off, have been added and proved quite helpful. Marking supplies for social distancing have been purchased. Cross-training additional staff in case current staff test positive for COVID19 to provide continuity of operations has been managed. Many counties have added a second car for the ballot pick up team to assure only one worker to a car.

While the funds have been extremely helpful for improving elections operations in COVID19 conditions it should be noted that the normal grant constraints of what is allowable have hampered us in responding even more effectively. The budget constraints in relation to the pandemic have been a very real impact on our operations; couple that with the high voter turnout in a presidential election year and budgets & staffing are under a huge impact. It would be very beneficial if we could expand what is allowable under these extenuating circumstances.

FINAL PROGRESS NARRATIVE REPORT

PROGRESS DURING REPORTING PERIOD

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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	\$1,080,350.56	\$216,070.05
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff	\$59,322.31	\$11,864.46
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	\$126,188.84	\$25,237.76
Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures)	\$47,738.03	\$9,547.60
Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks	\$358,013.76	\$71,602.73

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

Lori

Last Name

Augino

Title

Director of Elections

Phone Number

360-725-5771

Email Address

lori.augino@sos.wa.gov

2. Signature of Certifying Official:



Signature of: Lori Augino

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

Aug 24, 2020 15:01:34 Success: Email Sent to: lori.augino@sos.wa.gov