

# EAC CARES Progress Narrative Report

Response ID:200 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.

Wyoming

### 2. Grant Number:

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

WY20101CARES

### 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

Wyoming Secretary Of State's Office

#### Street Address

Herschler Building East 122 W 25th St

#### City

Cheyenne

#### State

WY

Zip

82002

## 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.

Ms. Kinza

Wyoming's use of CARES Act funding has allowed the State to prepare for, prevent, and respond to the COVID-19 Pandemic in a variety of ways which would not have been possible without the federal assistance.

As noted in the previous report, funding was used for many items to assist with conducting an election during this pandemic - everything from social distancing signage and PPE, to additional ballot envelopes, voting equipment hardware, and higher wages for poll workers. This reporting period is no different although funding has been primarily spent on reimbursing counties for purchases they made related to the 2020 elections and the pandemic. This includes:

- Voting process needs including secure ballot drop boxes, ballot stock, additional absentee printing, postage, folding, etc.
- Staffing needs which includes election judge hazard pay, additional staff, overtime, and COVID-19 specific training for judges.
- Communications included a lot of advertising on social distancing, precinct moves, curbside voting, and other COVID-19 related topics.
- Security and Training costs include location-specific election judge training, secure email for the sending and receiving of UOCAVA ballots, security cameras for ballot drop boxes, etc.
- Supplies purchased include face shields, disinfecting wipes, gloves, hand sanitizer, cleaning supplies and disposable ballot marking devices.
- Other expenses were primarily for crowd control posts for social distancing as well as additional signage related to social distancing.

The pandemic has brought many challenges to bear on all election officials across Wyoming, not to mention voters. One of the greatest challenges has been preserving voter confidence, the integrity of the election and defending the validity of absentee ballots as used in Wyoming. Attaining and distributing all of the PPE to our counties proved to be a huge task as the variables were based on the number of poll workers being used in each county, which was a moving target since many poll workers would not commit due to concerns related to COVID-19. To that point, poll worker recruitment was one of the more difficult tasks for our county clerks and continued to be through the General Election.

The state match requirement has proven to be an additional challenge. All states have experienced the economic crisis brought on by the pandemic. However, in Wyoming, we are also faced with a crisis in the mineral industry, which is our state's major source of revenue. The two crises combined has led to massive budget cuts in all state agencies, including the Wyoming Secretary of State's Office. We have already reduced our budget by 20% which leaves us with minimal funds for mailings, minimal funding to conduct maintenance on the Office's custom applications, etc. In this dire situation, we cannot request match funding from our legislature.

Prior to the Primary Election, we launched an advertising campaign with a local advertising agency to produce materials for

print, television, radio and social media. The advertising was created to inform Wyoming's voters about their voting options and what had been done to protect their health should they choose to vote in person. The campaign is "LetsVoteWyo" (letsvotewyo.com) and continued through the General Election. Funding for this campaign is being used as match monies although it is anticipated that additional match funding will need to be identified. As of this reporting, the federal funds expended for the previous reporting period (Post-Primary 2020) have been fully matched. The breakdown of that information is as follows:

Category - Federal Funds Expended - Match Amount

Voting Process - \$112,319.92 - \$22,463.98

Staffing - \$0.00 - \$0.00

Security & Training - \$2,554.44 - \$510.89

Communications - \$108,981.49 - \$21,796.63

Supplies - \$275,566.81 - \$55,113.36

Other: Marking Devices (pens/straws) - \$58,687.92 - \$11,737.58

Other: Signage (social distancing at PPL) - \$242,973.59 - \$48,594.72

The total federal funds expended in the previous reporting period were \$801,084.17 and the match required was \$160,216.83. That match amount has now been met as of this reporting period.

For this reporting period, the total federal funds expended was \$120,003.80 requiring a match of \$24,000.76. That match amount has also been met.

Between now and the next report due on February 28, 2021, we anticipate Wyoming's counties continuing to request reimbursement for the 2020 election and COVID-19 related expenditures. We also anticipate that identifying match sources between now and December 31, 2020 is going to be extremely difficult if at all possible.

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## **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?

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## **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	\$30,477.60	\$6,095.52
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff	\$62,766.38	\$12,553.28
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	\$2,595.24	\$519.05
Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures)	\$14,936.53	\$2,987.31
Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks	\$6,485.45	\$1,297.09
Signage	\$2,742.60	\$548.52

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**

Kai

**Last Name**

Schon

**Title**

State Election Director

**Phone Number**

3077773416

**Email Address**

kai.schon@wyo.gov

2. Signature of Certifying Official:



Signature of: Kai Schon

## 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 19, 2020 17:35:22 Success: Email Sent to: kai.schon@wyo.gov