

**VOTING ACCESS STATES & UNITS OF LOCAL GOVERNMENT
FY2014 NARRATIVE REPORT FORMAT & GUIDELINES**

NARRATIVE REPORT for funds used under the Help America Vote Act, P.L. 107-252, Title II, Subtitle D, Section 261, Payments to States and Units of Local Government to assure access for individuals with disabilities (42 U.S.C. 15421).



The requirements set forth under the Help America Vote Act, P.L. 107-252, Title II, Subtitle D, Section 261, Payments to States and Units of Local Government to assure access for individuals with disabilities (42 U.S.C. 15421).

The narrative report should be written as a detailed summary of the HAVA activities, barriers, best practices, collaborations and funds spent to carry out the activities during the reported fiscal year. The emphasis of the narrative report is to address the states' progress as it relates to the activities completed in FY2014 in response to the Help America Vote Act program instruction. The narrative report should also identify the funds used to implement the four mandated areas of activities authorized under 42 U.S.C. 15421 of the Help America Vote Act. The four mandated areas are:

- I. To make polling places accessible to individuals with disabilities;
- II. To provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities;
- III. To provide training for election officials, poll workers, and election volunteers on how best to promote access and participation of individuals with disabilities in elections for Federal office; and
- IV. To provide information to individuals with disabilities with information about the accessibility of polling places.

The narrative report should review the states' plan to address the four mandated areas and describe how the plans were carried out for each area. It is highly recommended that the following questions and statements be considered when summarizing the status of the four mandated areas:

- What activities completed in Fiscal Year 2014?
- Describe any activities carried out to completion that displayed innovation and can be shared with other states as "best practices".

- What activity, if any, performed in FY2014 not carried out to completion? What were the barriers or the reasons hindering completion of the activity?
- Describe any significant barriers and/or roadblocks to carrying out proposed activities and suggested solutions.
- Describe activities which involved collaboration with other organizations or groups, for example the Protection & Advocacy System within the state, disability advocacy groups, student groups, etc.
- Describe the total amount of money spent to carry out the activities for each mandated area i.e. activity and amount spent on the activity
- If applicable, describe the continuity of activities. Have your organization's activities been able to build upon earlier "start up" activities in an effective manner?
- Describe the feedback received from the citizens regarding the improvements and/or changes of voter accessibility issues within your state (if such information is available).
- Synopsis of funding carried over from previous fiscal years, i.e. – FY 2009, FY2010 or FY2011 with an explanation of your spending trend.

• **DUE DATE**

The annual narrative report which includes activities and expenditures for Fiscal Year 2014 (October 1, 2013 – September 30, 2014) is due no later than **December 31, 2014**. Please submit the narrative report electronically to: clare.barnett@acl.hhs.gov. If unable to submit an electronic copy of the narrative report, please mail a hard copy to:

U.S. Department of Health and Human Services
 Administration for Community Living
 Administration on Intellectual and Developmental Disabilities
 One Massachusetts Avenue, NW
 Fourth Floor
 Washington, DC 20001
Attention: Clare Barnett, Program Specialist

• **QUESTIONS ? ? ? ? ?**

Should you have any questions regarding the Help America Vote Act (HAVA) Voting Access Annual Narrative Report for Fiscal Year 2014 (October 1, 2013 – September 30, 2014), please contact Clare Barnett, Program Specialist, via the following:

Electronic Mail (E-mail):
clare.barnett@acl.hhs.gov

Telephone:
 (202) 357 - 3426

• **REPORT FORMAT**

Description of activities carried out to completion	Description of activities that displayed innovation which can be shared as “best practices” with other states	Description of activities NOT carried out to completion & the barriers and/or reasons	Description of Significant Barriers and/or road blocks to carrying out activities & possible solutions	Description of collaborative efforts with other organizations or groups	Total amount of HAVA funding expended on activities in Mandate Area 2

Mandate Area 3

- ❖ To provide training for election officials, poll workers, and election volunteers on how best to promote access and participation of individuals with disabilities in elections for Federal office.

Description of activities carried out to completion	Description of activities that displayed innovation which can be shared as “best practices” with other states	Description of activities NOT carried out to completion & the barriers and/or reasons	Description of Significant Barriers and/or road blocks to carrying out activities & possible solutions	Description of collaborative efforts with other organizations or groups	Total amount of HAVA funding expended on activities in Mandate Area 3

Mandate Area 4

- ❖ To provide information to individuals with a full range of disabilities with information about the accessibility of polling places.

Description of activities	Description of activities that	Description of activities NOT	Description of Significant	Description of collaborative	Total amount of HAVA funding
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carried out to completion	displayed innovation which can be shared as “best practices” with other states	carried out to completion & the barriers and/or reasons	Barriers and/or road blocks to carrying out activities & possible solutions	efforts with other organizations or groups	expended on activities in Mandate Area 4
<p>How have activities changed or continued from prior years?</p>					
<p>Citizen feedback on voter accessibility issues within your state</p>					
<p>Funding carried over from previous fiscal years –</p> <p>FY 2009 - \$</p> <p>FY 2010 - \$</p> <p>FY 2011 - \$</p> <p>Explanation of spending trend (use of funds and/or lack of funds used, particularly any FY2009 funds sent back to treasury after September 30, 2014)</p>					

PAPERWORK REDUCTION ACT STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0985-xxx. The time required to complete this information collection is estimated to average x hour x minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Administration for Community, 1 Massachusetts Avenue, N.W., Room 5203, Washington, D.C. 20001, Attention: PRA Reports Clearance Officer