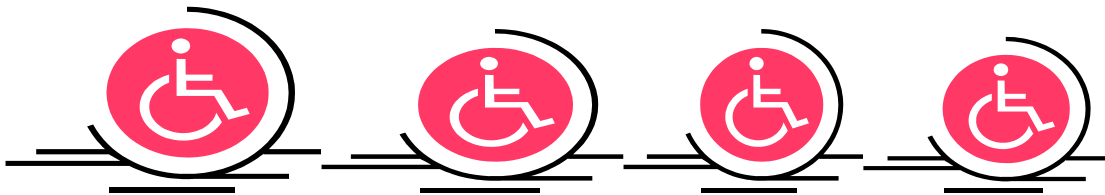


***Help America Vote Act (HAVA)***  
**PROTECTION & ADVOCACY VOTING ACCESS**  
**FY20XX ANNUAL NARRATIVE REPORT FORMAT & GUIDELINES**

**PROTECTION & ADVOCACY VOTING ACCESS ANNUAL NARRATIVE REPORT for funds received under the Help America Vote Act (HAVA), P.L. 107-252, Title II, Subtitle D, Section 291, Payments for Protection and Advocacy Systems used to provide education, training and assistance to individuals with disabilities that will promote their participation in the electoral process (42 U.S.C. 15461).**



Per the requirements set forth in the Funding Opportunity Announcement pertaining to the availability of Fiscal Year 20XX funds under the Help America Vote Act, P.L. 107-252, Title II, Subtitle D, Section 291, Payments for Protection and Advocacy Systems to assure access for individuals with disabilities (42 U.S.C. 15461), **each eligible grantee is required to ANNUALLY submit a Protection and Advocacy Systems Voting Access Annual Narrative report describing the work performed with the funds authorized under 42 U.S.C. 15461 of the Help America Vote Act of 2002.**

The Protection and Advocacy Voting Access (PAVA) Annual Narrative report should be written as a detailed summary of the HAVA activities, number of individuals served, types of training, assistance and education, impact on people with disabilities and funds spent to carry out the activities during the reported fiscal year. The emphasis of the narrative report is to address the States Protection & Advocacy System's progress of the activities outlined in response to the Help America Vote Act Funding Opportunity Announcement for Fiscal Year 20XX. The PAVA annual narrative report should also identify the funds used to ensure full participation in the electoral process for individuals with disabilities as authorized under 42 U.S.C. 15461 of the Help America Vote Act.

The PAVA annual narrative report should review the Protection and Advocacy Systems activities carried out for each area. These areas include full participation in the electoral process; education, training and assistance; advocacy and education around HAVA implementation efforts; training and education of election officials, poll workers and election volunteers regarding the rights of voters with disabilities and best practices; assistance in filing complaints; assistance to State and other governmental entities regarding the physical accessibility of polling places; and obtaining training and technical assistance on voting issues. It is highly recommended that the following questions and statements be considered when summarizing the status of these areas:

- ① Describe the activities completed in FY20XX to ensure full participation in the electoral process for individuals with disabilities and provide a status update on these activities i.e. activities performed and completed, barriers affecting completion, and number of individuals served.

- ④ What types of outreach and education utilized?
- ④ Describe any activities carried out by the P&As that displayed innovation and can be shared with others as “best practices”.
- ④ Describe the total amount of money spent to carry out the activities i.e. name of activity and amount spent on the activity.
- ④ Describe the feedback received from the citizens regarding the improvements and/or changes to ensure full participation in the electoral process. If such information is available.
- ④ Synopsis of funding carried over from the previous three fiscal years, i.e. - FY20XX, FY20XX, and FY20XX an explanation of spending trend.

④ **DUE DATE**

The PAVA annual narrative report which includes activities and expenditures for Fiscal Year 20XX (October 1, 20XX – September 30, 20XX) is due no later than **December 31, 20XX**. Please submit the PAVA annual narrative report electronically to: [melvenia.wright@acl.hhs.gov](mailto:melvenia.wright@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 Room 4716  
 Washington, DC 20001  
*Attention: Melvenia Wright, Developmental Disabilities Program Specialist*

④ **QUESTIONS ? ? ? ? ?**

Should you have any questions regarding the PAVA annual narrative report for **Fiscal Year 20XX** (October 1, 20XX – September 30, 20XX), please contact Melvenia Wright via the following:

*Electronic Mail (E-mail):* [melvenia.wright@acl.hhs.gov](mailto:melvenia.wright@acl.hhs.gov)

*Telephone:* (202) 357-3486

④ **PAVA ANNUAL NARRATIVE REPORT FORMAT**

The Fiscal Year 20XX Protection and Advocacy Voting Access annual narrative report **MUST** be submitted with the following information.

**PROTECTION AND ADVOCACY VOTING ACCESS (PAVA) ANNUAL NARRATIVE REPORT**

OMB NUMBER: **0985-0028**  
Expiration Date: **TBD by OMB**

DATE SUBMITTED: \_\_\_\_\_ STATE/TERRITORY: \_\_\_\_\_

NAME OF PROTECTION AND ADVOCACY SYSTEMS AGENCY: \_\_\_\_\_

FISCAL YEAR: **20XX** (October 1, 20XX – September 30, 20XX) FISCAL YEAR **20XX** AWARD AMOUNT: \$ \_\_\_\_\_

REPORT SUBMITTED BY: \_\_\_\_\_  
(Name) (Title)

CONTACT INFORMATION: \_\_\_\_\_  
Telephone Number (E-mail Address)

**Area 1**

- ❖ To ensure full participation in the electoral process for individuals with disabilities
  - o Activities may include, but not limited to registering to vote, casting a vote, and accessing polling places.

**Goal/Activity for FY20XX:**

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 1	Description of activities in Area 1 that displayed innovation which can be shared as “Best Practices” with other State P&A’s

**Area 2**

- ❖ To provide education, training and assistance to individuals with disabilities that will promote their participation in the electoral process.
  - o Activities may include, but not limited to education regarding voter registration, providing individuals with disabilities regarding their legal rights that pertain to voting, and providing assistance to individuals with disabilities in accessing the polls on Election Day.

**Goal/Activity for FY20XX:**

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 2	Description of activities in Area 2 that displayed innovation which can be shared as “Best Practices” with other State P&A’s

**Area 3**

- ❖ Participate in advocacy and education efforts revolving around HAVA implementation efforts in their State or Territory.
  - o Activities may include, but not limited to participation on HAVA State Planning Committee, subcommittee or coalition efforts regarding the State Plan, and review, advocacy, and education concerning the enactment of HAVA State Legislation.

**Goal/Activity for FY20XX:**

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 3	Description of activities in Area 3 that displayed innovation which can be shared as “Best Practices” with other State P&A’s

**Area 4**

- ❖ Training and education of election officials, poll workers, and election volunteers regarding the rights of the voters with disabilities and best practices in working with individuals with disabilities.
  - o Activities may include, but not limited to providing training and participating in the development of training education programs for election officials and poll workers.

**Goal/Activity for FY20XX:**

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 4	Description of activities in Area 4 that displayed innovation which can be shared as “Best Practices” with other State P&A’s

**Area 5**

- ❖ To assist individuals with disabilities in filing complaints under the State-based administrative grievance procedure required by HAA and represent individuals with disabilities in any hearing that may be held regarding the complaint.

**Goal/Activity for FY20XX:**

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 5	Description of activities in Area 5 that displayed innovation which can be shared as “Best Practices” with other State P&A’s

**Area 6**

- ❖ To provide assistance to States and other governmental entities regarding the physical accessibility of polling places.

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Activities may include, but not limited to surveying polling places, identifying potential modifications to make specific polling places accessible, and developing criteria for identifying accessible polling places.

**Goal/Activity for FY20XX:**

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 6	Description of activities in Area 6 that displayed innovation which can be shared as “Best Practices” with other State P&A’s

**Area 7**

- ❖ To obtain training and technical assistance on voting issues, including education regarding accessible voting equipment and systems. Once educated, the information may be used to inform others of the availability of accessible voting equipment and its use.

**Goal/Activity for FY20XX:**

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 7	Description of activities in Area 7 that displayed innovation which can be shared as “Best Practices” with other State P&A’s

**Citizen feedback regarding the improvements and/or changes to ensure full participation in the electoral process.**

**Funding carried over from previous three fiscal years –**

FY 20XX- \$

FY 20XX - \$

FY 20XX - \$

**Explanation of spending trend (use of funds and/or lack of funds used particularly any FY20XX funds sent back to treasury as of September 30, 20XX)**