

U.S. Election Assistance Commission

CARES Progress Narrative Report – Cover Page (EAC-CARESPNR)

1. State or Territory:		2. Reporting Period (10/01/XXXX – 9/30/XXXX):	
3. Grant: <input type="checkbox"/> 2020 CARES <input type="checkbox"/> Other _____		5. Report Frequency <input type="checkbox"/> 20 days after primary <input type="checkbox"/> November 23 after general election <input type="checkbox"/> February 28, 2021 after Federal Expenditure deadline of December 31, 2020 <input type="checkbox"/> Semi-Annual, while 20% match is not met, as applicable. Reports will be due for the periods ending March 31 and September 30 on May 15 and November 15 respectively. <input type="checkbox"/> Final Report, once 20% match is met, as applicable <input type="checkbox"/> Other _____	
4. Grant Agreement Number (from NGA): _____			
6. DUNS/UEI Number:		7. EIN:	
8. Final Report - Yes <input type="checkbox"/> No <input type="checkbox"/>			
9. Recipient Organization (Name and complete address, including ZIP code):			
10. Progress Narrative (attach progress narrative as instructed by EAC):			
11. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the Help America Vote Act.			
12. Typed or Printed Name and Title		13. Phone (Area code, number and extension):	
		14. Email:	
15. Signature of Authorized Certifying Official		16. Date Report Submitted (Month, Day, Year):	

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Data Elements Instructions

1	State or Territory	Enter the name of the state or territory who received the grant and is submitting this report.
2	Reporting Period	Enter the start and end date of the reporting period using the format 2 digit month/2 digit day/four digit year.
3	Grant	Identify the specific grant discussed in this report. Choose only one. Submit a separate cover page and narrative for each grant.
4	Grant Number	Enter the grant agreement number from the notice of grant award.
5	Report Frequency	Select only one. The frequency of required reporting is usually established in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
6	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.
7	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Services.
8	Final Report	Check "yes" only if this is the final report. Do not mark for interim reports.
9	Recipient Organization	Enter the name of recipient organization and address, including zip code.
10	Progress Narrative	Attach progress narrative as instructed by EAC.
11	Certification	Fill 12 – 16 to complete certification of the statement.
12	Typed or Printed Name and Title	Name and Title of the authorized certifying official of the recipient.
13	Phone	Enter authorized official's phone number.
14	Email	Enter authorized official's email address.
15	Signature of Authorized Certifying Official	Original signature of the recipient's authorizing official.
16	Date Report Submitted	Enter date submitted to EAC.

U.S. ELECTION ASSISTANCE REPORTING GUIDANCE FOR CARES GRANTS

REQUIRED CONTENT FOR ALL REPORTS

1. Progress Narrative Report Cover Page – The OMB-approved cover page must be signed by an authorized individual. The cover page should accompany each interim progress report and the final report.
2. Progress Narrative - The progress narrative is listed in section 10 of the EAC-CARESPNR, but should be attached as a separate document.

SUBMITTING REPORTS

Reports should be completed in the appropriate electronic format. Reports should be emailed to EAC, unless otherwise instructed. Grantees that do not have the technological capability to submit electronic files, or have report content that cannot be submitted electronically, should make alternate arrangements with EAC. Email CARES grant reports to CARESFunding@eac.gov.

REPORTING INTERVALS FOR 2020 HAVA CARES GRANTS:

- | KEY DATES HAVA CARES | |
|------------------------------|------------------------------------|
| Federal Expenditure Period | March 28, 2020 - December 31, 2020 |
| Match Expenditure Period | March 28, 2020 – March 27, 2022 |
| Pre-award Costs Allowed From | January 20, 2020 |
- A. **States with upcoming primaries:** PNR Report due 20 days after each primary in the Federal election cycle.
 - B. **ALL CARES Grants – ALL States:** PNR due on November 23 after the general election.
 - C. **Federal Expenditure Deadline:** PNR and FFR report of federal and any match expenditures up to and including the December 31, 2020 deadline, which will be due February 28, 2021.
 - D. **Semi-Annual PNR and FFRs for Matching:** Ability to meet match requirements related to the 2020 elections continues for a period of two years from award, during this time grantees will provide semi-annual reporting on progress and expenditures until they meet the 20% match requirements. Reports will be due for the periods ending March 31 and September 30 on May 15 and November 15 respectively.
 - E. **Final FFR and PNR:** Once 20% match is met, grantees submit their final FFR and PNR. If you meet the matching requirement before the end of the reporting period, submit it as soon as you complete your closeout processes. Do not wait until the end of the reporting period.

PROGRESS NARRATIVE REPORT FORMAT

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.

2020 HAVA CARES GRANTS		
PANDEMIC GRANT COST CATEGORIES	Amount Expended and Unliquidated Obligations	
	Current Period	
	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		
Staffing: Additional poll workers, election office staff diverted to pandemic response, temporary staff		
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		
Communications: Notifying public of changes in registration, ballot request options, precautions or voting procedures)		
Supplies: Additional laptops, mobile IT equipment, cleaning supplies, masks		
Other (describe):		
Other (describe):		

FINAL PROGRESS NARRATIVE REPORT

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 (FINAL ONLY)

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?