<table>
<tr><td colspan="2" align="center">U.S. Election Assistance Commission

Progress Report (EAC-PR)</td></tr>
</table>

1. State or Territory:	2. Grant Agreement Number (from NGA):
3. Grant: ❏ 101 ❏ 251 ❏ Election Security ❏ CARES ❏ Other _____	4. Report: ❏ Annual (Oct 1 – Sept 30) ❏ Semi-Annual (Oct 1 – March 31) ❏ Final Report (Start of Grant - End) ❏ Other (Use for CARES) _____
5. Reporting Period (e.g. 10/01/XXXX – 3/31XXXX):	
6. DUNS/UEI Number:	7. EIN:
8. Recipient Organization (Name and complete address, including ZIP code):	
9. Progress Narrative (attach progress narrative as instructed by EAC):	

10. 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.

11. Typed or Printed Name and Title	12. Phone (Area code, number and extension):
	13. Email:
14. Signature of Authorized Certifying Official	

U.S. Election Assistance Commission

Progress Report Data Elements Instructions

U.S. Election Assistance Commission Performance Progress Report – Cover Page		
Data Elements Instructions		
1	State or Territory	Enter the name of the state or territory who received the gran and is submitting this report.
2	Grant Agreement Number (from NGA)	Identify the grant agreement number from your notice of grant award.
	Grant	Identify the specific grant discussed in this report. Choose only one. Submit a separate report for each grant.
3	Report	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 0MB Circular A-110. Use Other for CARES reporting, 251 and 101 grants.
4	Reporting Period	Enter the start and end date of the reporting period.
5	DUNS	Enter the recipient organization's Data Universal Numbering System (DUNS) number or System for Award Management (SAM) extended DUNS Number.
6	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Services.
7	Recipient Organization	Enter the name of recipient organization and address, including zip code.
8	Progress Narrative	Respond to progress narrative as instructed by the awarding Federal agency.
9	Certification	Complete 9-13 to complete certification of the statement.
10	Typed or Printed Name and Title	Name and Title of the authorized certifying official of the recipient.
11	Phone	Enter authorized official's phone number.
12	Email	Enter authorized official's email address.
13	Signature of Authorized Certifying Official	Original signature of the recipient's authorizing official.

U.S. ELECTION ASSISTANCE REPORTING GUIDANCE FOR GRANTS

To view the requirements for reporting, refer to the Notice of Grant Agreement. The narrative will establish the programmatic objectives EAC will monitor over the course of the performance period.

REPORTING INTERVALS FOR HAVA ELECTION SECURITY, OTHER 101, AND 251 GRANTS

Reports are due semi-annually until all funds and interest are disbursed. The mid-year report covers October 1 – March 31 and is due by April 30. The annual report covers the 12-month period from October 1 – September 30 and is due by December 29. The final progress report is due 90 days after all funds under the grant have been expended, including federal, state, program income and interest.

ADDITIONAL REPORTING INTERVALS FOR 2020 HAVA CARES GRANTS

Within 20 days of each election in the 2020 Federal election cycle in that State, a PR 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 must be submitted to EAC.

SUBMITTING REPORTS

Reports should be completed in the appropriate electronic format. 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.

PROGRESS REPORT FORMAT

BACKGROUND

Include a description of the landscape of the current needs of your state with regard to improving federal elections as related to your State Plan or Program Narrative.

PROGRESS DURING REPORTING PERIOD

Reports due for the period ending March 31 should describe the activities of the six-month period and reports due for the period ending September 30 should cover the previous 12-month period. Describe in detail what happened during this reporting period and explain how you implemented the approved grant activities. Provide a timeline and description of your project activities. If there have been significant changes to your program during the course of the project, or if the project was implemented differently than described in your original State Plan or Program Narrative, please describe those changes here. Were there any favorable developments which enabled meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned? Please describe those, if applicable.

ADDITIONAL REPORTING FOR 251 REQUIREMENT PAYMENTS GRANT

Section 254 of HAVA requires grantees to report on the number and type of articles of voting equipment obtained with the funds. Provide this information in your progress report or state that you did not purchase any articles of voting equipment during this period. Include the amount expended on the expenditure table.

ADDITIONAL REPORTING FOR 2020 HAVA CARES GRANTS

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.

Include the table of expenditures with cumulative expenditures for the reporting period. A table for the associated category of funding – 251, 101 will populate once you select which report you are submitting. See example of the requested table at the end of the guide. Add additional cost areas as needed that do not fit into the other categories.

PROBLEMS ENCOUNTERED

Describe any and all major issues that arose during the implementation of the project. The reasons why established goals were not met, if appropriate. Address each issue separately in its own section, and describe whether and how the issues were resolved. Also, briefly discuss the implications of any unresolved issues or concerns.

What would you do differently if you were starting this project again?

Knowing the types of difficulties you encountered and how you resolved them will guide us in offering technical assistance to other states.

UPCOMING ACTIVITIES

Provide a timeline and description of upcoming project activities.

FINAL NARRATIVE REPORT

The final report is your opportunity to share the significant features of your project and present information about the results your project achieved.

The document should be written as if the reader has no previous knowledge of your project's activities.

The report should cover the entire period of performance.

It must review and highlight all activities that occurred during the implementation of the project, including an assessment of your performance.

EAC would like to share the final reports with all states.

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 suggest ways that your experience may be helpful to others.

Write an assessment of how your project has impacted the problems you were trying to solve.

Were there unexpected benefits? Shortfalls? What about your state experience can be helpful to other states? Did you make permanent changes to your processes?

CERTIFICATION

The EAC-PR form must be signed by an authorized individual.

CHANGES TO STATE PLAN OR BUDGET

EAC understands that plans can change over the life of a grant. Consult the EAC grants office if you need to revise plans and the budget in the future. For example, if the approved grant budget currently only includes costs associated with post-election auditing, you cannot allocate costs related to printing additional ballots to the grant. However, you can request a budget amendment from EAC to include costs related to voting systems and, thus, printing ballots. The EAC will work to approve such budget amendments within 48 hours.

EXTENSION

Extensions must be approved by EAC and requests must be made in advance of the reporting deadline.

Sample Table of Eligible Activities and Costs in Reporting Period		
(This is just an example and not an exhaustive list. A separate table and report is required per grant.)		
DESCRIPTION OF ELIGIBLE ACTIVITIES	Amount Expended and Unliquidated Obligations — Current Period	
	Federal	Match*
Voting Equipment: Including replacing voting equipment that only records a voter's intent electronically with equipment that utilizes a voter verified paper record; and improving, modifying, and replacing systems and technology for costing and counting votes		
Post-Election Auditing: Implement/conduct a post-election audit system that provides a high level of confidence in the accuracy of the final vote tally		
Voter Registration Systems		
Cyber Security: Including implementing established cybersecurity best practices for election systems; upgrading computer systems to address		

cyber vulnerabilities identified by the Department of Homeland Security or other similar scans or assessments.		
Communications: Including educating voters about voting procedures, voting rights, voting technology		
Establish toll-free hotlines to report voter fraud/violations to report voting irregularities and to obtain election information;		
Accessibility-related services: Including improving accessibility and quantity of polling places		
Train election officials, poll workers, and election volunteers		
HAVA CARES Activities		
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, overtime salary and benefit costs for elections staff and poll workers		
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) Public communication of changes in registration, ballot request options, or voting procedures, including information on COVID19 precautions being implemented during the voting process		
Supplies: Additional laptops, mobile IT equipment		
Leasing of new polling places when existing sites must be closed		
Pre- and post-election deep cleaning of polling places		
Mailings to inform the public on changes or determination of procedures of COVID19 precautions, options in voting, and other voting information		
Training of poll workers on sanitization procedures for in-person voting		
Cleaning supplies and personal protective equipment (masks, gloves, etc.) and equipment for staff and poll workers in early voting, vote center, or election day polling places		

Acquisition of additional voting equipment, including high speed or central count tabulators and hardware and software associated with signature comparison of returned absentee or mail ballots		
Upgrades of statewide or local databases to allow for online absentee or mail ballot requests or change of address		

* **Match.** The territories of American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands, are exempt from match.

SAMPLE EAC PROGRESS REPORT ONLINE FORMAT – CARES Report Shown

EAC CARES Progress Narrative Report

1. State:
Enter the name of the state or territory that received the grant and is submitting this report. *

[-- Please Select -- ▼]

2. Grant Number:
Enter the grant agreement number from the notice of grant award. *

[   ]
Characters used: 0 out of 12.

3. Report: *

○ 20 days after primary

○ November 23 after general election

○ February 28, 2021 after Federal Expenditure deadline of December 31, 2020

○ 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.

○ Final Report, once 20% match is met, as applicable

○ Other - Congressional Primary Held Separate from Presidential 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. *

[   ]
Characters used: 0 out of 9.

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 *
[   ]

Street Address *
[   ]

City *   State *   Zip *
[   ]   [-- Please Select -- ▼]   [   ]

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. *

[text box]

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		
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		
Others (describe)		
Others (describe)		
Others (describe)		
Others (describe)		

If you need additional rows for the summary table, please upload an Excel document with the same layout.

[Browse...]

OMB CONTROL NUMBER: 3265-0020