

**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted <b>ELECTION ASSISTANCE COMMISSION</b>				2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) <b>DE20101001</b>			
3. Recipient Organization (Name and complete address including Zip code)  <b>ELECTIONS, DELAWARE DEPARTMENT OF 905 S GOVERNERS AVE STE 170, DOVER, DE 199044112</b>							
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)			6. Report Type	7. Basis of Accounting	
			<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period (Month, Day, Year) From: <b>March 28, 2018</b>			9. Reporting Period End Date (Month, Day, Year) To: <b>September 30, 2099</b>			<b>March 31, 2021</b>	
<b>10. Transactions</b> (Use lines a-c for single or combined multiple grant reporting)						Cumulative	
<b>Federal Cash (To report multiple grants separately, also use FFR Attachment):</b>							
a. Cash Receipts	\$6,036,503.00						
b. Cash Disbursements	\$6,036,503.00						
c. Cash on Hand (line a minus b)	\$0.00						
(Use lines d-o for single grant reporting)							
<b>Federal Expenditures and Unobligated Balance:</b>							
d. Total Federal funds authorized	\$6,036,503.00						
e. Federal share of expenditures	\$5,088,818.77						
f. Federal share of unliquidated obligations	\$151,777.21						
g. Total Federal share (sum of lines e and f)	\$5,240,595.98						
h. Unobligated balance of Federal funds (line d minus g)	\$795,907.02						
<b>Recipient Share:</b>							
i. Total recipient share required	\$757,301.00						
j. Recipient share of expenditures	\$10,502,617.72						
k. Remaining recipient share to be provided (line i minus j)	\$0.00						
<b>Program Income:</b>							
I. Total Federal share of program income earned	\$0.00						
m. Program income expended in accordance with the deduction alternative	\$0.00						
n. Program income expended in accordance with the addition alternative	\$0.00						
o. Unexpended program income (line I minus line m and line n)	\$0.00						
<b>11. Indirect Expense</b>	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:	\$0.00	\$0.00	\$0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  Please provide the following information:							
<b>13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</b>							
a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Sturgeon, Sommer</b> <b>FISCAL ADMINISTRATIVE OFFICER</b>				c. Telephone (Area code, number, and extension)  d. Email Address			
b. Signature of Authorized Certifying Official  <b>Sturgeon, Sommer</b>				e. Date Report Submitted (Month, Day, Year)  <b>July 8, 2021</b>			
Standard Form 425 OMB Approval Number: 4040-0014 Expiration Date: 02/28/2022							

**Paperwork Burden Statement**

According to the Paperwork Reduction Act, as amended, 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 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

**FEDERAL FINANCIAL REPORT**

(Additional Page)

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Federal Agency & Organization	: ELECTION ASSISTANCE COMMISSION
Federal Grant ID	: DE20101001
Recipient Organization	: ELECTIONS, DELAWARE DEPARTMENT OF 905 S GOVERNERS AVE STE 170, DOVER, DE 199044112
DUNS Number	:
DUNS Status when Certified	: ACTIVE (as of 07/08/2021)
EIN	:
Reporting Period End Date	: March 31, 2021
Status	: Awarding Agency Approval
Remarks	: Please provide the following information:  State interest earned (current fiscal year): \$ State interest expended (current fiscal year): \$ Program income earned (current fiscal year): \$ Program income earned breakdown (current fiscal year): \$ Source: e.g. Sale of registration list Program income expended (current fiscal year): \$ LINE 10G decreased by \$722,923 due to a decrease in encumbrances which moved the funding from obligated to unobligated. This was either due to items no longer being available or no longer needed.

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**Federal Agency Review**

Reviewer Name	:	REVIEWER NAME
Phone #	:	PHONE NUMBER
Email	:	EMAIL ADDRESS
Review Date	:	REVIEW DATE
Review Comments	:	REVIEW COMMENTS

# EAC Progress Report

Response ID:305 Data

## 1. Login

Enter your login information to access the system.

User ID: DE20101001

Password: EAC2021

## 2. Verification

Verify your email address.

Email Address: Delaware Commissioner Of Elections

Verification Code: 123456

## 3. EAC Progress Report

### 1. State or Territory:

Delaware

### 2. Grant Number:

DE20101001

### 3. Report:

Semi-Annual (Oct 1 - March 31)

### 4. Grant:

Please select only one.

Election Security

### Grant:

Please select only one.

CARES

### 5. Reporting Period Start Date

10/01/2020

### 6. Reporting Period End Date

03/31/2021

### 7. Recipient Organization:

#### Organization Name

Delaware Commissioner Of Elections

**Street Address**

905 S. Governors Ave, Ste. 170

**City**

Dover

**State**

DE

**Zip**

19904

#### **4. Progress and Narrative**

**Final Progress Report:**

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

It 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.

**Review and Self-Assessment:**

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

**CARES Grant Specific:**

Describe in detail how you used the funds to address the pandemic and explain how you implemented the approved grant activities.

Describe the major issues you faced in dealing with the pandemic and how you addressed or resolved those issues.

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**8. Describe in detail what happened during this reporting period and explain how you implemented the approved grant activities.****PHYSICAL SECURITY:****Elections Facilities Security Upgrades**

Advantech, Inc. : \$4,603.68 security upgrades State Election Commissioner's Office

Advantech, Inc. : \$3,870.00 security upgrades New Castle County Elections Office

Advantech, Inc. : -\$2,782.00 security upgrades Kent County Election Office

Advantech, Inc. : \$3,515.00 security upgrades Sussex County Elections Office

Advantech, Inc. : \$11,015.87 video surveillance system Sussex County Elections Office

These expenditures continued the Department's efforts to enhance security at all election's facilities. The upgrades include the expansion of (or enhancement to existing) surveillance camera installations, as well as the expansion of (or enhancement to existing) access card-controlled/badge access to elections facilities.

**Secure Elections Equipment Storage Containers**

The Webstaurant Store: \$11,247.37

The Department purchases secure, lockable storage containers (ie "cages") for the storage of pollbook equipment used for

voter check-in at polling places.

#### COMMUNICATIONS:

##### Mail/Courier Services

State of DE Messenger Services: \$33,216.42

This expenditure covers postage for outgoing absentee and vote by mail ballots processed through the State's Messenger Services team.

##### Election Advertising

Comcast: \$32,488.25

The Department built on its usual use of various channels available via Comcast to advertise election-related information to the public. Additional information included in the advertising covered security enhancements and features of the State's updated voting equipment.

##### Polling Place Information Display Upgrade-Expansion

A Rifkin Co.: \$5,082.50

This expenditure supported the Department's continued effort to enhance voter informational displays in polling places throughout the State. The previous solution the Department had employed had outlived their usefulness and has limited or no capacity to be expanded or enhanced. These updated displays provide a more structurally sound solution with more straightforward presentation of voter information, including provisions related to the voter security-related topics. is a format that is more flexible, as well as expandable.

#### TECHNOLOGY:

##### Interactive Touch Computer

Dell Computers: \$350.80

The Department required this additional computer equipment needed for election administration.

##### Laptop Computer for Redistricting/Reapportionment

Dell Computers: \$2865.00

The Department needed to upgrade computer equipment needed to redistricting process and the creation of maps and related support materials following reapportionment after the most recent census.

##### Surge Protectors

Staples (Div of Accounting): \$1,286.59

This expenditure covered electrical surge protection equipment for sensitive electronic equipment, including ballot preparation mailing equipment, and sorting/tabulation equipment for inbound/returned ballots, as well as election materials preparation equipment.

##### Office Equipment: Sussex County Office

Ricoh USA: \$3,864.98

The Department's Sussex County office needed a high-capacity multifunction copier/printer/scanner unit to support all aspects of elections functions.

##### Nextivity Cel-Fi Duo Smart Signal Booster

Magnum Electronics - \$8,839.86

The department purchased 20 units to use to securely boost cellular signal strength to provide access to secured mi-fi connectivity devices used to network pollbooks at polling locations with limited connectivity. These devices permit the pollbooks to operate as designed, and enhances election security by providing real-time voting status updates to ensure that, once a voter has either checked-in at a polling place, or has returned a mail ballot, may not vote by another means in the same election.

Desktop Support Specialist (Contract Staff)

Versalign Inc.: \$60,852.25

The Department continues to contract specialized technical support in several areas, including a focus on security-related tasks related to aspects of elections operations. The staff member provided essential support to the IT team at a critical time.

#### CYBER SECURITY:

Monthly Chargebacks for Cybersecurity Support

DE Department of Technology and Information (DTI) Controller's Office - \$380,539.34

These charges are related to DTI's ongoing support of the Department to provide comprehensive security for all elections-related systems and operations. These charges are also support fees related to DTI's ongoing partnership with the Department to transition voter registration and elections management systems from the State's mainframe computer system (which is being retired) to a more advanced, fully secure operating environment.

#### VOTING EQUIPMENT AND PROCESSES:

Voting Equipment Purchases

ES&S - \$105,366.50 (Ballot Printers)

ES&S - \$10,352.00 (Dedicated USB Media Sticks For Storing and Reporting Unofficial Election Results)

ES&S - \$2,210.40 (Additional Ballot Bins-Sussex County ExpressVote XL Machines)

ES&S - \$88,297.50 (New voting system/change orders)

These expenditures covered additional equipment needed by the Department to accommodate the increased overall level of participation in the General Election, and the greatly enhanced volume of voting by absentee ballots, as well as the introduction of vote by mail ballots. Additional ballot printers were required to fulfill the volume of requests for absentee and vote by mail ballots, as well as to support the volume of in-person absentee voting at Department offices. Additional USB Media Sticks were required to securely retain absentee and vote by mail election results after scanning and ballots, and to securely report unofficial election results. Additional Ballot Bins were needed to accommodate the high volume of in-person voting for the General Election at Sussex County polling places.

#### CAPITAL IMPROVEMENTS:

Ventilation/Climate Control Support for Elections Equipment (New Castle County Warehouse)

Big Ass Fan Co - \$42,705.00 ventilation

Additional large diameter, high capacity programmable fans were purchased for the New Castle County Warehouse. These enhancements were needed given the additional heat generated by voting equipment that needs to remain plugged into AC electrical power to maintain battery life and to permit equipment to be maintained in a state to permit testing and preventative maintenance.

Backup Generator (Temporary: Pending Delivery of Permanent Unit)-Kent County Office

Diamond Electric: \$40,850.00

This expenditure provided for a reserve electric generator for this office to prevent damage to and to ensure continued operation at peak time/during elections of essential elections equipment, including ballot preparation/mailing equipment, and sorting/tabulation equipment for inbound/returned ballots, as well as election materials preparation equipment.

Additional Power Capacity Requirements

Diamond Electric: \$7,898.00

The Department required the installation of additional electrical capacity, which was required by the demands of the high capacity/automation equipment needed to build capacity to satisfy the overwhelming increase in demand for absentee and vote by mail ballots (for outbound ballot preparation/mailing, and processing/tabulating returned, completed ballots).

**9. Describe any significant changes to your program during the project, including changes to your original State Plan/Program Narrative or favorable developments that improved program efficiency and/or service delivery.**

Otherwise enter N/A.

N/A

**10. Issues Encountered:**

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

Otherwise enter N/A.

No new issues arose during the reporting period, but the Department experienced a continuation of existing challenges that arise earlier in the calendar year. These included: greatly increased volume of absentee voting, the introduction of (and high volume of requests) for vote by mail ballots, combined with a high volume of in-person polling place voting on Election Day—all of this in the context of administration of the election amidst an ongoing pandemic, amidst historically high levels of tension and scrutiny of all local elections administration.

Provide a description of any training conducted.

Otherwise enter N/A.

**11. Provide a description of any security training conducted.**

Otherwise enter N/A.

During this period, the Department prepared to deploy to Department staff the free cybertraining provided for the Center for Technology and Civic Life, in partnership with the Election Assistance Commission.

**12. Subgrants (if applicable):**

Describe how you made funds available to local jurisdictions.

Provide a description of the major categories of subgrant activities local voting districts will accomplish with the funds.

Otherwise enter N/A.

N/A

**13. Match (if applicable):**

Describe how you are meeting the matching requirement.

Otherwise enter - match not required.

Our state match has been met at this time.

Report on the number and type of articles of voting equipment obtained with the funds.

Include the amount expended on the expenditure table.

Otherwise enter N/A.

**Impact:**

Write an assessment of how your project has impacted the problems you were trying to solve. Were there unexpected benefits? Shortfalls? \*

**Lessons Learned:**

Provide a review of your successes and suggest ways that your experience may be helpful to others. Did you make permanent changes to your processes?

**5. Expenditures****14. Current Period Amount Expended and Unliquidated Obligations****GRANT COST CATEGORIES**

	Federal	Match
Voting Equipment and Processes:	\$164,981.52	\$41,244.88
Post-Election Auditing:		
Voter Registration Systems:		
Cyber Security:	\$304,431.47	\$76,107.87
Communications:	\$52,870.77	\$17,916.40
Total	\$695,166.84	\$168,932.47
PHYSICAL SECURITY	\$29,627.13	\$7,406.79
TECHNOLOGY	\$61,923.55	\$16,135.93
CAPITAL IMPROVEMENTS	\$81,332.40	\$10,120.60

**Current Period Amount Expended and Unliquidated Obligations****CARES COST CATEGORIES**

	Federal	Match
Voting Processes:		
Staffing:		
Security and Training:		
Communications:		
Supplies:		
Total		

**6. Certification**

Name and Contact of the authorized certifying official of the recipient.

**First Name**

Sommer

**Last Name**

Sturgeon

**Title**

Fiscal Administrative Officer

**Phone Number**

**Email Address**

sommer.sturgeon@state.vt.us

Signature of Certifying Official:



Signature of: Sommer Sturgeon

**7. Report Submitted to EAC**

Has the agency submitted a copy of the proposed rule to the Office of Environmental Quality (EAO) for review? \_\_\_\_\_

Has the agency submitted a copy of the proposed rule to the Vermont Department of Health? \_\_\_\_\_