

# FEDERAL FINANCIAL REPORT

(Follow form instructions)

<b>1. Federal Agency and Organizational Element to Which Report is Submitted</b>  U.S. Election Assistance Commission	<b>2. Federal Grant or Other Identifying Number Assigned by Federal Agency</b>  Help America Vote ACT Fund (HAVA)      Title II, Sections 251 0348-0039	Page <b>1</b>	of <b>1</b>  pages
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**3. Recipient Organization (Name and complete address including Zip code)**  
 District of Columbia Board of Elections, 441 4th Street NW, Washington DC 20001

<b>4a. DUNS Number</b>	<b>4b. EIN</b>	<b>5. Recipient Account Number or Identifying Number</b>	<b>6. Report Type</b> <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	<b>7. Basis of Accounting</b>  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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<b>8. Project/Grant Period</b> From: (Month, Day, Year) 10/1/2013	<b>To: (Month, Day, Year)</b> Until Disbursed	<b>9. Reporting Period End Date</b> (Month, Day, Year) 9/30/2018
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**10. Transactions** Cumulative

(Use lines a-c for single or multiple grant reporting)

<b>Federal Cash</b>	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

(Use lines d-o for single grant reporting)

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	\$ 13,028,257.00
e. Federal share of expenditures	13,026,845.69
f. Federal share of unliquidated obligations	1,411.31
g. Total Federal share (sum of lines e and f)	\$13,028,257.00
h. Unobligated balance of Federal funds (line d minus g)	(\$0.00)

<b>Recipient Share:</b>	
i. Total recipient share required	718,585.36
j. Recipient share of expenditures	\$718,585.36
k. Remaining recipient share to be provided (line i minus j)	(\$0.00)

<b>Program Income:</b>	
l. Total Federal program income earned	\$ 1,930,255.53
m. Program income expended in accordance with the deduction alternative	\$0.00
n. Program income expended in accordance with the addition alternative	\$1,724,245.36
o. Unexpended program income (line l minus line m or line n)	\$206,010.17

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
<b>g. Totals:</b>							

**12. Remarks:** Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  
 Please see the attachment for adjustments related to federal share expenditures and recipient share expenditures reported in prior fiscal years.

**13. Certification:** By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. 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>  Alice P. Miller	<b>c. Telephone</b>  _____
<b>b. Signature of Authorized Certifying Official</b>  	<b>d. Email Address</b>  _____
<b>e. Date Report Submitted (Month, Day, Year)</b>  12/14/2018	
<b>14. Agency use only:</b>	

Standard Form 425  
 OMB Approval Number: 0348-0061  
 Expiration Date: 10/31/2011

**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 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 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. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

# FEDERAL FINANCIAL REPORT

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3. Recipient Organization (Name and complete address including Zip code)  
 District of Columbia Board of Elections, 441 4th Street NW, Washington DC 20001

4a. DUNS Number	4b. EIN  53-6001131	5. Recipient Account Number or Identifying Number  90.404	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year) 3/23/2018	To: (Month, Day, Year) Until Disbursed	9. Reporting Period End Date (Month, Day, Year) 9/30/2018
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10. Transactions Cumulative

*(Use lines a-c for single or multiple grant reporting)*

<b>Federal Cash</b>	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	

*(Use lines d-o for single grant reporting)*

<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	\$ 3,000,000.00
e. Federal share of expenditures	399,400.00
f. Federal share of unliquidated obligations	-
g. Total Federal share (sum of lines e and f)	399,400.00
h. Unobligated balance of Federal funds (line d minus g)	\$2,600,600.00

<b>Recipient Share:</b>	
i. Total recipient share required	-
j. Recipient share of expenditures	\$0.00
k. Remaining recipient share to be provided (line i minus j)	\$0.00

<b>Program Income:</b>	
l. Total Federal program income earned	\$ 14,349.51
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 l minus line m or line n)	\$14,349.51

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense							
g. Totals:							

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:  
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13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. 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)

a. Typed or Printed Name and Title of Authorized Certifying Official  <div style="font-size: 2em; font-family: cursive;">Alice P. Miller</div>	c. Telephone (Area code, number and extension) 202-727-6511
b. Signature of Authorized Certifying Official  <div style="font-size: 1.5em; font-family: cursive;">Alice P. Miller</div>	d. Email address apmiller@dcbce.org
e. Date Report Submitted (Month, Day, Year) 12/14/2018	

14. Agency use only:

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**Government of the District of Columbia**  
**District of Columbia Board of Elections**

**SUMMARY OF FEDERAL ELECTION ADMINISTRATION ACTIVITIES AND USE OF  
HAVA FUNDS (EXPENDITURES)**

**Submitted To:** U.S. Election Assistance Commission

**Reporting Period End Date:** September 30, 2018

In compliance with Title II Section 251 of the Help America Vote Act (HAVA) the District of Columbia Board of Elections (hereinafter “the Board”) submits the following expenditure report for Fiscal Year (FY) 2018. This report reflects the expenditures for the period beginning October 1, 2017 through September 30, 2018. These expenditures are consistent with the proposed use of HAVA funds as set forth in the DC State HAVA Plan filed with the Election Assistance Commission and as allowed by the provisions of Title I and II.

**FISCAL YEAR 2018 OPERATING ACTIVITIES AND USE OF HAVA FUNDS**

**Title 1, Section 101 Election Security Grant Fund Expenditures**

**1.1 Voting Equipment**

The Board requested the use of HAVA grant funds to purchase additional voting equipment to increase the number of early voting centers across the District of Columbia. The Board obtained the following equipment: twenty (20) Model DS 200 Precinct Scanners; twenty (20) Model DS200 wireless modems; seventy (70) Express Vote BMD Terminals; and seventy (70) Express Vote BMD kiosks. Additional equipment was necessary because the equipment used for early voting cannot be reused for Election Day voting because early voting equipment is set up for all voters while Election Day equipment is precinct-specific.

FY2018-HAVA Title II, Section 251 Fund Expenditures.....**\$399,400.00**

**Total FY2018-HAVA Title I, Section 101 Election Security Grant Funds....\$ 399,400.00**

**1.2 Interest Accrued on Federal Fund in 2018**

The total interest accrued on Title 1, section 101 funds in FY2018 is **\$14,349.51**.

**Title II, Section 251 Fund Expenditures**

**2.1 Election Official Training**

Election staff must stay informed and knowledgeable of election law, procedures, and best practices. Accordingly, several of the Board’s full-time staff attended election officials training at seminars, workshops and conferences held locally and across the country.

FY2018-HAVA Title II, Section 251 Fund Expenditures.....**\$4,404.71**

**2.2 Election Equipment and Contractual Services**

The Board paid funds toward the 2016 contractual agreement with Election Systems and Software to lease new voting equipment, which included 180 precinct-based scanners, 400 touch screens, and 1 high-speed scanner.

300 new electronic poll pads were also purchased during FY2018. The new poll pads allowed for an average check-in time of 58 seconds per voter. Additionally, the Board paid funds toward the Knowink electronic poll pad maintenance and support contract. The new and updated equipment provided an improved and expedient experience for voters.

FY2018-HAVA Title II, Section 251 Fund Expenditures.....**\$956,563.41**

**2.4 Communications**

The Board continued its commitment to providing the public with an accessible agency by investing in and improving its communications systems. To that end, the Board procured the services of a production firm to develop a suite of voter educational videos for the 2018 election cycle. These videos educated voters on Board programs and processes as well as their own roles and responsibilities in the electoral process.

FY2018-HAVA Title II, Section 251 Fund Expenditures.....**\$17,500.00**

**2.5 Audio/Visual Equipment**

The Board relocated during the second quarter of FY 2018. Many operations associated with the Primary election began shortly after the relocation. In order to train thousands of poll workers in preparation for Election Day operations, the Board purchased adequate audio/visual equipment for two training rooms at the new Board office location.

FY2018-HAVA Title II, Section 251 Fund Expenditures.....**\$17,123.27**

**Total FY2018-HAVA Title II, Section 251 Expenditures....\$ 995,591.39**

**2.6 Interest Accrued on Federal Fund in 2018**

The total interest accrued on Title II, Section 251 funds in FY2018 is **\$7,272.53**.

## **2.7 Interest Accrued on State Match Fund**

There is no accrued interest on the required state match fund for FY2018.