



U.S. ELECTION ASSISTANCE COMMISSION  
633 3rd St. NW, Suite 200  
Washington, DC 20001

# HAVCP Service Day Mini-Grant Final Progress Report

Instructions: The final progress report is your opportunity to share the significant successes of your project and present information about the results your project achieved. The report should cover the entire period of performance. Submit completed reports by email with the subject line “Service Day Mini-Grant Reports – [ORGANIZATION NAME]” to [HAVCP@eac.gov](mailto:HAVCP@eac.gov).

Additional guidance can be found on our website: <https://www.eac.gov/grants/help-america-vote-college-program>

EAC grants reports will be made publicly available. Therefore, your report narrative should:

- \* Be written in clear, concise, and in plain language
- \* Not include sensitive confidential information

## Section I: Cover Page

### Grant Information

1. Entity Name:
2. Award Number:
3. Grant Type: Service Day Mini-Grant
4. Report Type: Final
5. Reporting Period: February 1, 2024-

## Section II: Progress Narrative

### 1. Program Activities

In one to two paragraphs, describe how you served college student participants and explain how you implemented the approved Service Day activities.

Please touch on the following topics where applicable:

- Assess whether the goals set out in your application narrative were met as intended during the grant program. Highlight any needs that were not met or ongoing/under resourced areas for future consideration.
- Describe how this grant program impacted college student participation in elections in your area. Highlight your accomplishments and successes.
- Describe any lessons learned during the grant that may be replicated, expanded and/or help others.

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*(Note: Your activities should align with your expenditures in Section IV and you may use those categories as headings in your response as applicable.)*

## **2. Historically Underrepresented Communities**

In three to five sentences, describe how your program activities served historically underrepresented groups or locally underserved communities, including areas of persistent poverty and rural areas. If historically underrepresented groups or locally underserved communities were not served by your program, explain what changes could have been made to better engage these communities.

## **3. College Students Served**

Provide the total number of unique college students served:

Examples of methods college student participants could have been engaged through Service Day programming include:

- Interacting with staff or volunteers at Service Day promotion tables
- Attending a training, presentation, or roundtable on Service Day topics
- Engaging with digital (i.e., social media, website), print (i.e., college newspaper), and/or audio (i.e., radio show, podcast) platforms

## **4. Matching Requirement**

Describe how you met the 10% matching requirement:

## **5. Issues and Changes**

- Check if no major issues or significant changes occurred during the performance period.

Briefly describe any major issues encountered in implementing the program as designed. Please discuss the implications those issues and any changes you made to overcome them. You may also include any suggestions for improving the administration of the Service Day Mini-Grant Program in future funding cycles here.



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### Section III: Expenditures

6. Fill out the table below with both the Federal and Program Match expenditures for the cumulative period of performance. If you do not have expenses for a particular category, please populate the field with \$0.00. Please verify totals prior to submission.

Expenditures should be consistent with the activities described in your narrative and with the amounts in your financial report.

Category	Federal	Program Match
Personnel		
Fringe		
Equipment		
Training		
Contractual/Consultants		
Supplies		
Other		
Indirect Costs		
<b>TOTALS</b>		

### Section IV: Service Day Activity Images

7. Please send five to 10 images of your organization performing Service Day activities. These images will be posted to the U.S. Election Assistance Commission website as a part of this report, so please ensure no personally identifying and/or sensitive information is visible.

- Check here to indicate consent for the U.S. Election Assistance Commission to use the uploaded images for promotional purposes.

### Section V: Certification

8. Name and Contact of the authorized certifying official.

First and Last Name:

Title:

Phone Number:

Email Address:

Signature:

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**Privacy Act Statement: EAC-4**

**SYSTEM NAME:** Election Assistance Commission Federal Financial Assistance and HAVA Grantee Files.

**SYSTEM LOCATION:** Located in hard copy files at 1201 New York Avenue, NW., Suite 300, Washington, DC 20005; in electronic format on secured servers, data disks, and encrypted thumb drives with controlled access.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Individuals with whom EAC does business for purposes of providing Federal financial assistance and awarding grants.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Grantee, federal financial assistance, and peer reviewer applications, financial and banking information, correspondence, and legal memoranda.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** The Budget and Accounting Procedures Act of 1950, as amended. 31 U.S.C. 3511, *et seq.*

**PURPOSE:** The information in this system is used to issue grant solicitations, analyze grant applications, make award decisions, and manage and oversee grantees. Information in this system is also used to perform all administrative functions related to EAC's other Federal financial assistance programs.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:** Data in this system is used to administer all aspects of EAC's federal financial assistance and grant-making programs; and to conduct statistical research or analyze trends associated with these activities. Data may also be used to assist with Congressional oversight of Federal funds administered by EAC. Data may be shared with the Department of Health and Human Services (HHS) to enable HHS to service EAC grant recipients. Data may be disclosed to the Department of Justice, the U.S. Department of the Treasury, or the Government Accountability Office (GAO) in connection with payment and debt collection activities. Information may also be disclosed to GAO in connection with grant administration and audit activities within GAO's jurisdiction; and to the National Institute of Standards and Technology (NIST) in conjunction with joint EAC/NIST grant activities. Access to records in the system is limited to authorized personnel whose official duties require such access.

Permission level assignments allow users access only to those functions for which they are authorized.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:** Records are maintained in file folders in locked file cabinets in financial management, grants, testing and certification, and research policies and programs staff offices. Electronic records are maintained in a secure password protected environment and maintained with safeguards meeting the security requirements of the Federal Information Security Management Act (FISMA) of 2002.

**SAFEGUARDS:** EAC staff maintain hard copy files in locked file cabinets in controlled access offices by Grants; Research, Policy, and Programs; Testing and Certification; and financial management staff.

Electronic data is stored on magnetic media in a computer system with controlled access that requires passwords and identity authentication for users. EAC staff maintain electronic files in a controlled access environment. System managers determine user permission levels based on staff duties and responsibilities. Only those staff authorized to perform tasks associated with information contained in this system of records have permission to access and maintain these files. Network users are also notified when they login to EAC systems that improper use of EAC electronic systems may violate applicable law and subject employees to disciplinary action. EAC staff who access electronic files remotely may only do so by connecting to EAC's servers via a secure remote password-protected connection.

**RETRIEVABILITY:** Records are retrieved by name and by Tax Identification Number.

**RETENTION AND DISPOSAL:** Records in this system are maintained in accordance with the applicable National Archives and Records Administration Records Schedule.

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SYSTEM MANAGER(S) AND ADDRESS: Executive Director, U.S. Election Assistance Commission, 1201 New York Avenue, NW., Suite 300, Washington, DC 20005. After receipt, the Executive Director will direct records requests to the appropriate division staff with responsibility for the specific Federal financial management or grants records that are the subject of the request.

NOTIFICATION PROCEDURE: *See* Preliminary Statement.

RECORD ACCESS PROCEDURES: *See* Preliminary Statement.

CONTESTING RECORD PROCEDURES: *See* Preliminary Statement.

RECORD SOURCE CATEGORIES: Information in this system is obtained from documents submitted by individuals covered by the system as well as documents issued by EAC financial management staff.

EXEMPTIONS CLAIMED FOR THE SYSTEM: None.

**Paperwork Reduction Act.** In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the information collection requirements associated with the programs, as covered in this Notice, have been approved by the Office of Management and Budget (OMB) under OMB Control Number 3265-0025. Public burden reporting for this collection of information is estimated to average 1 hour per response for individuals completing all parts of this form, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. You are not required to answer these questions unless this number is displayed. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, U.S. Election Assistance Commission, 633 3rd Street NW, Suite 200, Washington, DC 20001.

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