

Help America Vote Act (HAVA) Protection & Advocacy Systems (P&As)
FY2018 NARRATIVE REPORT GUIDELINES & FORMAT

NARRATIVE REPORT for funds received under the Help America Vote Act (HAVA), P.L. 107-252, Title II, Subtitle D, Section 291, Payments for Protection and Advocacy Systems used to provide education, training and assistance to individuals with disabilities that will promote their participation in the electoral process (42 U.S.C. 15461).

Per the requirements set forth under the Help America Vote Act, P.L. 107-252, Title II, Subtitle D, Section 291, Payments for Protection and Advocacy Systems to assure access for individuals with disabilities (42 U.S.C. 15461), **each grantee is required to ANNUALLY submit a narrative report describing the work performed with the funds authorized under 42 U.S.C. 15461 of the Help America Vote Act of 2002.**

The narrative report should be written as a detailed summary of the HAVA activities, number of individuals served, types of training, assistance and education, impact on people with disabilities and funds spent to carry out the activities during the reported fiscal year. The emphasis of the narrative report is to address the States Protection & Advocacy System's progress of the activities accomplished during Fiscal Year 2018. The narrative report should also identify the funds used to ensure full participation in the electoral process for individuals with disabilities as authorized under 42 U.S.C. 15461 of the Help America Vote Act.

The narrative report should review the Protection and Advocacy System activities carried out for each area. These areas include full participation in the electoral process; education, training and assistance; advocacy and education around HAVA implementation efforts; training and education of election officials, poll workers and election volunteers regarding the rights of voters with disabilities and best practices; assistance in filing complaints; assistance to State and other governmental entities regarding the physical accessibility of polling places; and obtaining training and technical assistance on voting issues. It is highly recommended that the following questions and statements be considered when summarizing the status of these areas:

- ✓OTE Describe the activities completed in FY2018 to ensure full participation in the electoral process for individuals with disabilities and provide a status update on these activities i.e. activities performed and completed, barriers affecting completion, and number of individuals served.
- ✓OTE What types of outreach and education utilized?
- ✓OTE Describe any activities carried out by the P&A that displayed innovation and can be shared with others as “best practices”.
- ✓OTE Describe the total amount of money spent to carry out the activities i.e. name of activity and amount spent on the activity.
- ✓OTE Describe the feedback received from the citizens regarding the improvements and/or changes to ensure full participation in the electoral process. If such information is available.
- ✓OTE Synopsis of funding carried over from previous fiscal years, i.e. - FY2014, FY2015, FY2016 and FY2017 an explanation of spending trend.

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DUE DATE

The annual narrative report which includes activities and expenditures for Fiscal Year 2018 (*October 1, 2017 – September 30, 2018*) is due no later than **December 31, 2018**. Please submit the narrative report electronically to your assigned AIDD Program Specialist according to your State/Territory. Please see the table below:

REGION	STATE	AIDD PROGRAM SPECIALIST
1	Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont	Clare Huerta (202) 795-7301 clare.huerta@acl.hhs.gov
2	New York, New Jersey, Puerto Rico, Virgin Island	Clare Huerta (202) 795-7301 clare.huerta@acl.hhs.gov
3	District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, West Virginia	Clare Huerta (202) 795-7301 clare.huerta@acl.hhs.gov
4	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee	Clare Huerta (202) 795-7301 clare.huerta@acl.hhs.gov
5	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin	Wilma Roberts (202) 795-7449 wilma.roberts@acl.hhs.gov
6	Arkansas, Louisiana, New Mexico, Oklahoma, Texas	Wilma Roberts (202) 795-7449 wilma.roberts@acl.hhs.gov
7	Iowa, Kansas, Missouri, Nevada	Wilma Roberts (202) 795-7449 wilma.roberts@acl.hhs.gov
8	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming	Wilma Roberts (202) 795-7449 wilma.roberts@acl.hhs.gov
9	American Samoa, Arizona, California, Commonwealth of Northern Mariana Island (CNMI), Guam, Hawaii, Nevada	Melvenia Wright (202) 795-7472 melvenia.wright@acl.hhs.gov
10	Alaska, Idaho, Oregon, Washington	Melvenia Wright (202) 795-7472 melvenia.wright@acl.hhs.gov

If you are unable to submit an electronic copy of the narrative annual report, please mail a hard copy to the identified AIDD Program Specialist:

U.S. Department of Health and Human Services
Administration for Community Living
Administration on Intellectual and Developmental Disabilities
330 C Street, SW Washington, DC 20201
Attention: AIDD Program Specialist

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QUESTIONS

Should you have any questions regarding the Annual Narrative Report for **Fiscal Year 2018** (October 1, 2017 – September 30, 2018). Please contact your AIDD Program Specialist utilizing the table above or Melvenia Wright, Lead HAVA Program Specialist.



ANNUAL NARRATIVE REPORT FORMAT

The Fiscal Year 2018 Protection and Advocacy Systems (P&A) annual narrative report **MUST** be submitted with the following information.

PROTECTION AND ADVOCACY VOTING ACCESS ANNUAL REPORT

OMB NUMBER: 0970-0326

DATE SUBMITTED: 12/21/18 STATE/TERRITORY: Arkansas

NAME OF PROTECTION AND ADVOCACY AGENCY: Disability Rights Arkansas, Inc.

FISCAL YEAR: **2018** (*October 1, 2017 – September 30, 2018*) FISCAL YEAR 2018 AWARD AMOUNT: \$ \$98,209.00

REPORT SUBMITTED BY: Christian Adcock Advocate (Name) (Title)

CONTACT INFORMATION: 501-492-5763 Telephone Number cadcock@disabilityrightsar.org (E-mail Address)

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Area 1

- ❖ To ensure full participation in the electoral process for individuals with disabilities
 - Activities may include, but not limited to registering to vote, casting a vote, and accessing polling places.

Goal/Activity for FY2018:

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 1	Description of activities in Area 1 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
Disability Rights Arkansas (DRA) staff organized and/or took part in several training and outreach events, at those events we provided voter registration applications and, when necessary, assisted with completing and submitting them.	402	Voter registration materials were provided at outreach and training events DRA participated in.	N/A	\$16,494.30	

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Area 2

- ❖ To provide education, training and assistance to individuals with disabilities that will promote their participation in the electoral process.
 - Activities may include, but not limited to education regarding voter registration, providing individuals with disabilities regarding their legal rights that pertain to voting, and providing assistance to individuals with disabilities in accessing the polls on Election Day.

Goal/Activity for FY2018:

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 2	Description of activities in Area 2 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
DRA provided training on voting rights and accommodations to individuals with disabilities at the Arkansas Career Training Institute, the Arkansas Juvenile Assessment Treatment Center, and several congregate care settings throughout the state.	137	Individuals with disabilities residing in congregate care and other facilities were provided with information about voting rights and available accommodations.	N/A	\$3,529.00	
DRA made use of social media (Facebook, Twitter) and our website to disseminate information about voting rights, accommodations, and to answer questions.	44,292	Educational materials and links to relevant news items were shared with the followers on DRA’s social media accounts and on our website.	N/A		
DRA fielded service requests from individuals, providing one with information	2	DRA assisted individual clients who contacted us requesting specific	N/A		

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<p>and literature on voting accommodations; and another with information regarding how voting rights interact with guardianship in Arkansas.</p>		<p>information regarding voting.</p>			
<p>ArkStart is a case management agency serving individuals with developmental disabilities and behavioral health issues. DRA provided their case coordinators with training regarding voting rights of individuals under guardianships in Arkansas.</p>	<p align="center">25</p>	<p>DRA provided training about the voting rights of individuals under guardianships to ArkStart staff.</p>	<p align="center">N/A</p>		
<p>DRA worked in collaboration with Arkansas People First, and Self-Advocates Becoming Empowered to organize a voter training event for individuals with disabilities in Little Rock, Arkansas.</p>	<p align="center">30</p>	<p>Individuals who attended the Voter Rights Training were presented with information from several speakers regarding their voting rights, and were also provided with informational materials.</p>	<p align="center">N/A</p>		

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Area 3

- ❖ Participate in advocacy and education efforts revolving around HAVA implementation efforts in their State or Territory.
 - Activities may include, but not limited to participation on HAVA State Planning Committee, subcommittee or coalition efforts regarding the State Plan, and review, advocacy, and education concerning the enactment of HAVA State Legislation.

Goal/Activity for FY2018:

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 3	Description of activities in Area 3 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
DRA staff sent Freedom of Information Act requests to the Arkansas Secretary of State and the State Board of Election Commissioners in order to determine how HAVA grant funds had been distributed throughout the state and how they had been used to expand the accessibility of polling places. Staff then visited select locations which had received funds.	367,894	N/A	After beginning the process of gathering and reviewing information this project was put on hold until FY19 in order to direct resources to other matters prior to the election.	\$2,205.00	

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Area 4

- ❖ Training and education of election officials, poll workers, and election volunteers regarding the rights of the voters with disabilities and best practices in working with individuals with disabilities.
 - Activities may include, but not limited to providing training and participating in the development of training education programs for election officials and poll workers.

Goal/Activity for FY2018:

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 4	Description of activities in Area 4 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
DRA staff conducted trainings on disability issues for poll workers in Pulaski County, the most populous county in the state. They were provided with copies of our Poll Worker’s Guide to Helping Voters with Disabilities which we had previously developed.	66, 850	Advocates attended Poll Worker trainings in Pulaski County and spoke about the rights of voters with disabilities and how best to accommodate them. Poll Workers were provided with written materials as well.	N/A	\$3,171.60	

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Area 5

- ❖ To assist individuals with disabilities in filing complaints under the State-based administrative grievance procedure required by HAVA and represent individuals with disabilities in any hearing that may be held regarding the complaint.

Goal/Activity for FY2018:

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 5	Description of activities in Area 5 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
DRA Staff reviewed Arkansas’ HAVA grievance process and began the development of model complaint forms which could be used by individuals to file complaints with the state and, if they chose, to request a hearing.	367,894	N/A	The development of the model complaint form was not completed until Q1 of FY 19.	\$2,193.86	

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Area 6
 ❖ To provide assistance to States and other governmental entities regarding the physical accessibility of polling places.
 ○ Activities may include, but not limited to surveying polling places, identifying potential modifications to make specific polling places accessible, and developing criteria for identifying accessible polling places.

Goal/Activity for FY2018:

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 6	Description of activities in Area 6 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
DRA staff conducted accessibility surveys at 1,110 polling places throughout the state, 90% of the total amount in the state. The results of these surveys were collected and letters were sent to County Clerks and County Election Commissioners in order to notify them of any deficiencies.	367,894	DRA reached out to county officials regarding barriers to accessibility we found at the polling places. The information gathered was also used to prepare a public report about the issue, which was released in Q1 of FY 2019.	N/A	\$79,280.62	

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Area 7

- ❖ To obtain training and technical assistance on voting issues, including education regarding accessible voting equipment and systems. Once educated, the information may be used to inform others of the availability of accessible voting equipment and its use.

Goal/Activity for FY2018:

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of Activities NOT completed and the barriers and/or reasons	Total amount of HAVA funding expended on activities in Area 7	Description of activities in Area 7 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
DRA staff attended the Annual Conference hosted by the National Disability Rights Network (NDRN) and attended panels with speakers focused on voting rights for individuals with disabilities.	N/A	Topics covered included the use of HAVA complaints in P&A work, polling accessibility, and model practices for voting work.	N/A	\$3,299.15	
DRA hosted Michelle Bishop, NDRN’s Voting Specialist, for a training session with staff about voting issues and solutions.	N/A	This covered a broad range of topics over the course of a full day.	N/A		

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Citizen feedback regarding the improvements and/or changes to ensure full participation in the electoral process.

N/A

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Funding carried over from previous fiscal years –

FY2014 - \$16,242

FY2015 - \$49,000

FY2016 - \$14,667

FY2017 - \$70,000

Explanation of spending trend (use of funds and/or lack of funds used *particularly any FY2013 funds sent back to treasury as of September 30, 2018*)

HAVA funds have been used to meet the goals and objectives of the HAVA grant. No funds have been returned to the government, as they are needed here in Arkansas. Some carryover is essential to HAVA operations, since the funds in a fiscal year beginning October 1st have routinely not been awarded prior to the beginning of the fiscal year.

FY18 was a particularly busy year for DRA's PAVA program, in part due to 2018 being an election year, but mostly as a result of our Polling Site Access Survey project, which involved extensive travel by multiple staff members and a great deal of administrative and organizational support.

In FY2019, Disability Rights Arkansas (DRA) will continue to work to inform individuals with disabilities of their rights with regard to voting through trainings, registration forums, outreach events, coalition building, and the use of social media. Additionally, DRA will attempt to work with state officials, including our incoming Secretary of State, to ensure Arkansas is equipped with the most up-to-date voting equipment possible, and that Arkansas is prepared for future elections. DRA will also be continuing to monitor polling sites for accessibility and following up with election officials regarding any barriers at polling sites either observed by or reported to DRA.