

## STATE HAVA FUNDS REPORTING SCHEDULE

*Information Provided by the U.S. Department of Health and Human Services and the U.S. Election Assistance Commission*

Due Date	Frequency	Type of Report	Period Covered	Form of Report	Send Report To:
31-Dec	Annually until all funds disbursed	Consolidated report on HAVA Title I, Section 101 funds	October 1 to September 30	SF 425 + <ul style="list-style-type: none"> <li>• a list of expenditures made with respect to each category of activities described for the use of funds in HAVA Section 101;</li> <li>• the number and type of articles of voting equipment obtained with the funds; and</li> <li>• an analysis and description of the activities funded to meet HAVA requirements and how such activities conform to the submitted State plan</li> </ul>	Send electronically to <a href="mailto:HAVAFunding@eac.gov">HAVAFunding@eac.gov</a>  If unable to submit electronically, send to:  State HAVA Funding Reports U.S. Election Assistance Commission 1201 New York Avenue, NW Suite 300 Washington, DC 20005
31-Dec	Annually until all funds disbursed	Consolidated report on HAVA Title I, Section 102 finds, if such funds were received	October 1 to September 30	SF 425 + <ul style="list-style-type: none"> <li>• a list of expenditures made with respect to each category of activities described for the use of funds in HAVA Section 101;</li> <li>• the number and type of articles of voting equipment obtained with the funds; and</li> <li>• an analysis and description of the activities funded to meet HAVA requirements and how such activities conform to the submitted State plan</li> </ul>	Send electronically to <a href="mailto:HAVAFunding@eac.gov">HAVAFunding@eac.gov</a>  If unable to submit electronically, send to:  State HAVA Funding Reports U.S. Election Assistance Commission 1201 New York Avenue, NW Suite 300 Washington, DC 20005
31-Dec	Annually until all funds disbursed	Consolidated report on HAVA Title II, Section 251 requirements payments	October 1 of the year before last to September 30 of last year	SF 425 + <ul style="list-style-type: none"> <li>• a list of expenditures made with respect to each category of activities described for the use of funds in HAVA Section 101;</li> <li>• the number and type of articles of voting equipment obtained with the funds; and</li> <li>• an analysis and description of the activities funded to meet HAVA requirements and how such activities conform to the submitted State plan</li> </ul>	Send electronically to <a href="mailto:HAVAFunding@eac.gov">HAVAFunding@eac.gov</a>  If unable to submit electronically, send to:  State HAVA Funding Reports U.S. Election Assistance Commission 1201 New York Avenue, NW Suite 300 Washington, DC 20005
31-Mar	One time only March 31, 2005	HAVA Title II, Section 261 for funds provided in FY 2003 and FY 2004	FY 2003 - September 1, 2003 to September 30, 2004; FY 2004 - October 1, 2003 to September 30, 2004	Narrative: <ul style="list-style-type: none"> <li>• Describing how the State followed the plan for each of the four mandated areas.</li> <li>• Describing any activities carried out by the State that displayed innovation and can be shared with others as "best practices".</li> <li>• Describing any significant barriers/roadblocks to carrying out the State's activities and, if possible, suggested solutions.</li> <li>• Describing activities which involved collaboration with other organizations or groups, for example the Protection &amp; Advocacy System within your state, disability advocacy groups, student groups, etc.</li> <li>• Including, if possible, comment upon continuity. (Has the State been able to build upon earlier "start up" activities in an effective manner?)</li> <li>• Including comment upon citizen feedback on voter accessibility issues within your State if such information is available.</li> </ul>	Send electronically to: <a href="mailto:melvenia.wright@acf.hhs.gov">melvenia.wright@acf.hhs.gov</a>  If unable to submit electronically, send to:  Melvenia Wright U.S. Department of Health and Human Services Administration for Children and Families Administration on Developmental Disabilities 370 L'Enfant Promenade, SW. Mail Stop HHH 405-D Washington, DC 20447

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30-Nov	Annually until all funds disbursed	Financial report on HAVA Title II, Section 261 for funds provided in FY 2003 only	September 1 of the previous year to August 31 of the current year	SF 269a	<p>Send electronically to: <a href="mailto:joseph.lonergan@acf.hhs.gov">joseph.lonergan@acf.hhs.gov</a></p> <p>If unable to submit electronically, send to:</p> <p>Joseph Lonergan Administration for Children and Families Office of Grants Management Division of Mandatory Grants 370 L'Enfant Promenade, SW Washington, DC 20447</p>
30-Dec	Annually until all funds disbursed	Financial report on HAVA Title II, Section 261 for funds provided in FY 2004 and beyond	October 1 of the previous year to September 30 of the current year	SF 269a	<p>Send electronically to: <a href="mailto:joseph.lonergan@acf.hhs.gov">joseph.lonergan@acf.hhs.gov</a></p> <p>If unable to submit electronically, send to:</p> <p>Joseph Lonergan Administration for Children and Families Office of Grants Management Division of Mandatory Grants 370 L'Enfant Promenade, SW Washington, DC 20447</p>
31-Dec	Annually	HAVA Title II, Section 261 for funds provided in FY 2005 and beyond	October 1 of the previous year to September 30 of the current year	<p>Narrative:</p> <ul style="list-style-type: none"> <li>• Describing how the State followed the plan for each of the four mandated areas.</li> <li>• Describing any activities carried out by the State that displayed innovation and can be shared with others as "best practices".</li> <li>• Describing any significant barriers/roadblocks to carrying out the State's activities and, if possible, suggested solutions.</li> <li>• Describing activities which involved collaboration with other organizations or groups, for example the Protection &amp; Advocacy System within your state, disability advocacy groups, student groups, etc.</li> <li>• Including, if possible, comment upon continuity. (Has the State been able to build upon earlier "start up" activities in an effective manner?)</li> <li>• Including comment upon citizen feedback on voter accessibility issues within your State if such information is available.</li> </ul>	<p>Send electronically to: <a href="mailto:melvenia.wright@acf.hhs.gov">melvenia.wright@acf.hhs.gov</a></p> <p>If unable to submit electronically, send to:</p> <p>Melvenia Wright U.S. Department of Health and Human Services Administration for Children and Families Administration on Developmental Disabilities 370 L'Enfant Promenade, SW. Mail Stop HHH 405-D Washington, DC 20447</p>