

# Protection & Advocacy Systems (P&As)

## NARRATIVE REPORT FORMAT & GUIDELINES

**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 in the Program Instruction pertaining to the availability of Fiscal Year **XXXX (insert year)** funds under the Help America Vote Act, P.L. 107-252, Title II, Subtitle D, Section 261, 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 Agency's progress of the activities outlined in the plan (*application*) submitted in response to the Help America Vote Act program announcement. 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 Agency's plan to address the areas outlined in the Program Instruction which describes how the activities were carried out for each area. The 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:

- ① Describe the activities described in the plan (*application*) 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.
- ① What types of outreach and education utilized?
- ① Describe any activities carried out by the P&A that displayed innovation and can be shared with others as "best practices".

- Describe the total amount of money spent to carry out the activities i.e. name of activity and amount spent on the activity.
- 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).
- Synopsis of funding carried over from previous fiscal years, i.e. - FY 2003, FY 2004, FY 2005 and an explanation of spending trend.

**DUE DATE**

The annual narrative report which includes activities and expenditures for Fiscal Year **XXXX (insert year)** (October 1 ,XXXX – September 30, XXXX) is due no later than **December 31, XXXX (insert year)**. Please submit the narrative report electronically to: **Insert email address**. If unable to submit an electronic copy of the narrative report, please mail a hard copy to:

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  
 Attn: **Insert Name and Title**

**QUESTIONS ? ? ? ? ?**

Should you have any questions regarding the Annual Narrative Report for Fiscal Year **XXXX (insert year)** (October 1, XXXX – September 30, XXXX), please contact **insert name** via the following:

*Electronic Mail (E-mail):*  
*Telephone:*

***Insert email address***  
***Insert telephone number***



## REPORT FORMAT

Please find below, an example of the essential information that should be included in the fiscal year **XXXX (insert year)** annual narrative report as outlined in the guidelines.

DATE SUBMITTED: \_\_\_\_\_

STATE/TERRITORY: \_\_\_\_\_

NAME OF PROTECTION AND ADVOCACY AGENCY: \_\_\_\_\_

FISCAL YEAR: \_\_\_\_\_ (October 1, XXXX – September 30, XXXX) FISCAL YEAR AWARD AMOUNT: \$ \_\_\_\_\_

REPORT SUBMITTED BY: \_\_\_\_\_  
(Name) (Title)

CONTACT INFORMATION: \_\_\_\_\_  
Telephone Number (E-mail Address)

### Area 1

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

#### **Goal/Activity outlined in plan (application):**

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

### Area 2

- ❖ To provide education, training and assistance to individuals with disabilities that will promote their participation in the electoral process.
  - o 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 outlined in plan (application):**

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

### Area 3

- ❖ Participate in advocacy and education efforts revolving around HAVA implementation efforts in their State or Territory.
  - o 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 outlined in plan (application):***

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

**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.
  - o 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 outlined in plan (application):***

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

**Area 5**

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

***Goal/Activity outlined in plan (application):***

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

**Area 6**

- ❖ To provide assistance to States and other governmental entities regarding the physical accessibility of polling places.

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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 outlined in plan (application):**

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

**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 outlined in plan (application):**

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

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

**Funding carried over from previous fiscal years –**

FY 200X - \$  
 FY 200X - \$  
 FY 200X - \$  
 FY 200X - \$

**Explanation of spending trend (use of funds and/or lack of funds used)**