

*Help America Vote Act (HAVA)*  
**PROTECTION & ADVOCACY SYSTEMS (P&A)**  
**FY2014 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 2014 funds 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 outlined in the FY2014 plan (*application*) submitted in response to the Help America Vote Act funding opportunity 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 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:

- ① Describe the activities completed in FY2014 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".

- ⑥ Describe the total amount of money spent to carry out the activities i.e. name of activity and amount spent on the activity.
- ⑥ 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.
- ⑥ Synopsis of funding carried over from previous fiscal years, i.e. - FY2009, FY2010, FY2011, FY2012 and FY2013 an explanation of spending trend.

## ⑥ DUE DATE

The annual narrative report which includes activities and expenditures for Fiscal Year 2014 (*October 1, 2013 – September 30, 2014*) is due no later than **December 31, 2014**. Please submit the narrative report electronically to: [melvenia.wright@acl.hhs.gov](mailto:melvenia.wright@acl.hhs.gov) . 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 Community Living  
Administration on Intellectual and Developmental Disabilities  
One Massachusetts Avenue, NW  
Washington, DC 20001  
*Attention: Melvenia Wright, Program Specialist*

## ⑥ QUESTIONS ? ? ? ? ?

Should you have any questions regarding the Annual Narrative Report for Fiscal Year 2014 (October 1, 2013 – September 30, 2014), please contact Melvenia Wright via the following:

*Electronic Mail (E-mail):* [melvenia.wright@acl.hhs.gov](mailto:melvenia.wright@acl.hhs.gov)

*Telephone:* (202) 357-3486

**ANNUAL NARRATIVE REPORT FORMAT**

The Fiscal Year 2014 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: 10/27/14 STATE/TERRITORY: Virginia

NAME OF PROTECTION AND ADVOCACY AGENCY: disAbility Law Center of Virginia

FISCAL YEAR: **2014** (*October 1, 2013 – September 30, 2014*) FISCAL YEAR 2014 AWARD AMOUNT: \$74,970

REPORT SUBMITTED BY: Robert Gray Deputy Director for Compliance and QA  
(Name) (Title)

CONTACT INFORMATION: 804-225-2042 info@dlcv.org  
Telephone Number (E-mail Address)

**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 FY2014:**

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
As outlined in Area 2, dLVCV was able to assist individuals across the entire Commonwealth in registering to vote and understanding how to request an absentee ballot, thereby ensuring full participation in the electoral process.	1000	dLVCV met with over 1000 individuals in our various outreach projects, and provided them with registration materials, assisted them with voter registration, and advice on how to complete an absentee ballot.	n/a	\$4,569	n/a

--	--	--	--	--	--

**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 FY2014:**

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
<p>dLCV implemented a plan to perform voting rights, access, and registration trainings at the Centers for Independent Living Centers in Lynchburg, Fredericksburg, Richmond, Roanoke, Manassas, and a Group Home in Fairfax.</p> <p>dLCV also worked with the National Voter Registration Day project to disseminate information and register voters. dLCV has drafted training materials for use in conjunction with</p>	3035	<p>dLCV educated consumers and advocates at the Centers for Independent Living where dLCV conducts office hours regarding voting accessibility and assist people with disabilities with registration and awareness of ID requirements.</p>	n/a	\$27,983	<p>dLCV’s ability to access individuals in their homes at their work locations, in treatment facilities, using the P &amp; A authority opened the door to many of these facilities seeing the P &amp; A not as a threat, but as a resource to provide valuable information and education to their constituents.</p> <p>dLCV found a way to reach people we would not</p>

<p>this training.</p> <p>dLCV educated consumers and advocates at the Centers for Independent Living where dLCV conducts office hours regarding voting accessibility and assist people with disabilities with registration and awareness of ID requirements.</p> <p>dLCV provided voting rights information via distribution of 680 voting rights brochures at each of the Department of Behavioral Health and Developmental Disabilities (DBHDS) operated facilities that serve individuals with intellectual and mental health disabilities.</p> <p>dLCV provided voting rights information to approximately 100 community residential facilities operated by 18 different providers.</p>					<p>meet in a community setting who might not have been able to vote without our involvement.</p>
---	--	--	--	--	--

<p>Through our outreach and training effort, we provided voting rights information to people receiving services from every major residential provider located in Hampton and Newport News, a total of 38 residential homes, 3 day programs, 2 vocational programs, and a supported employment program. We also provided voting rights material to every major provider in the Charlottesville, Virginia area.</p> <p>dLCV has provided extensive voter identification information, providing over 1355 voting rights and identification law fact sheets under our combined voting rights awareness efforts.</p>					
---	--	--	--	--	--

**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 FY2014:***

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
<p>Although the Virginia General Assembly did pass a photo ID law that creates barriers for people with disabilities, dLCV educated policymakers on the impact of this law on people with disabilities.</p> <p>dLCV reviewed survey results from 18 assisted living facilities and identified numerous individuals who wish to vote but do not possess a valid photo ID and lack transportation to a registrar’s office to obtain a state-approved form of identification.</p> <p>dLCV worked extensively this year to identify the adverse effects on people with disabilities</p>	n/a	<p>Testimony on legislative committees. Meetings with policymakers.</p>	n/a	\$4,188	<p>While Virginia did pass a photo identification law, it was much less restrictive than originally proposed, in part due to dLCV’s education of legislators, thereby minimizing the impact on thousands of Virginians with disabilities who possess an alternative form of photo identification.</p>

caused by the voter identification laws. Based on lack of awareness and lack of transportation options dLVC concludes that people with disabilities will be disproportionately affected by this law, and has undertaken to identify localities where problems are likely to arise, inform voters of the requirements for identification necessary to vote, and invite people with disabilities who have issues at the polls to call back after the election.					
--	--	--	--	--	--

**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 FY2014:**

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
n/a	n/a	n/a	n/a	n/a	n/a



--	--	--	--	--	--

**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 for FY2014:***

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
n/a	n/a	n/a	n/a	n/a	n/a

**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 FY2014:***

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
n/a	n/a	n/a	n/a	n/a	n/a

**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 FY2014:***

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
<p>Two dLCV staff participated in the Virginia Department of Elections State Board of Elections Training on the National Voter Registration Act.</p> <p>Information on voting equipment and its use was incorporated into the dLCV outreach described above.</p>	n/a	The information obtained in this training was incorporated into the outreach described in Area 2.	n/a	\$27,412	n/a

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

With direction from the dLCV Board, dLCV launched a detailed survey to obtain meaningful feedback for our goals and focus areas in FY 15. dLCV pursued several methods of distribution of the survey including sending it to our clients, posting the survey on our own website, posting it on the dLCV Facebook page and working with several other agencies to post to listservs, Twitter and website links including the Partnership for People with Disabilities, Virginia Board for People with Disabilities, Virginia Association of Consumers Asserting Leadership (VOCAL) and the Department of Aging and Rehabilitative Services (DARS). Staff also actively distributed the survey in client correspondence and during trainings and other outreach efforts.

From 5/9/14 through 7/15/14 dLCV received three-hundred fourteen (314) responses to our survey. The largest number of responses, thirty-four percent, came directly from individuals with disabilities. Twenty-six percent of the respondents were parents or guardians. The remaining groups represented included family members, teachers, mental health professionals and providers who accounted for the

remaining forty percent of responses.

PAVA related topics of importance to our respondents from the survey included: availability of government programs and services (fourteen percent), access to buildings and community activities (four percent) and voting rights (one percent).

The dLCV Board adopted Goals and Focus Areas using this survey data and with input from PAIMI Advisory Council and the dLCV's past year work experience we then used the survey information and other information to create our work plan for FY 15.

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

FY 2009- \$ 0

FY 2010 - \$ 0

FY 2011 - \$ 0

FY 2012 - \$ 0

FY 2013 - \$21,971

**Explanation of spending trend (use of funds and/or lack of funds used *particularly any FY2008 funds sent back to treasury as of September 30, 2014*)**

Funds are spent according to goals and focus areas set by the dLCV Governing Board. dLCV seeks out the best way to use resources allotted to the organization to bring about the most effective advocacy for our clients. Other than direct work on voter rights, HAVA funds are used for overhead and administrative cost necessary for operations.