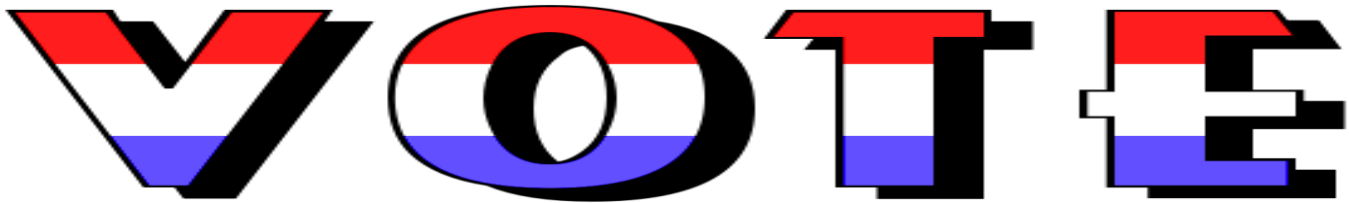


*Help America Vote Act (HAVA)*  
**PROTECTION & ADVOCACY SYSTEMS (P&A)**  
**FY2015 NARRATIVE REPORT FORMAT & GUIDELINES**

**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 2015 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 FY2015 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. - FY2010, FY2011, FY2012, FY2013 and FY2014 an explanation of spending trend.

⑥ **DUE DATE**

The annual narrative report which includes activities and expenditures for Fiscal Year 2015 (*October 1, 2014 – September 30, 2015*) is due no later than **December 31, 2015**. 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 2015 (October 1, 2014 – September 30, 2015), 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 2015 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: 10/26/15

STATE/TERRITORY: Virginia

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

FISCAL YEAR: **2015** (*October 1, 2014 – September 30, 2015*)

FISCAL YEAR 2015 AWARD AMOUNT: \$75,118

REPORT SUBMITTED BY: Robert Gray  
(Name)

Deputy Director for Compliance and QA  
(Title)

CONTACT INFORMATION: 804-225-2042  
Telephone Number

info@dlcv.org  
(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 FY2015:**

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
Monitor the effects of the Virginia Photo Identification law and its impact on people with disabilities. Publish a report identifying any serious impact on people with disabilities.	2000	dLCV collaborated with the ACLU to review the Voter Photo Identification law and prepared a report on the consequences of photo identification laws on people with disabilities.  dLCV submitted the report to the Department of Justice who can utilize it to assist people with disabilities who need assistance in	None	\$1,293	NA

		obtaining identification to vote.			
<b><u>Area 2</u></b>					
<ul style="list-style-type: none"> <li>❖ To provide education, training and assistance to individuals with disabilities that will promote their participation in the electoral process. <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> </ul>					
<b><i>Goal/Activity for FY2015:</i></b>					
<b>Description of activities performed and completed</b>	<b>Number of individuals served</b>	<b>Description of types of outreach and education</b>	<b>Description of Activities NOT completed and the barriers and/or reasons</b>	<b>Total amount of HAVA funding expended on activities in Area 2</b>	<b>Description of activities in Area 2 that displayed innovation which can be shared as “Best Practices” with other State P&amp;A’s</b>
dLCV will inform consumers, family members, and service providers about supported decision-making options and alternatives to guardianship by providing ten (10) trainings at conferences and programs.	570	Utilizing several funding streams, including PAVA, dLCV provided 17 presentations on alternatives to guardianship this year. We were able to reach 570 individuals with this information. The right to vote is frequently stripped away from individuals when a substitute decision maker is established. dLCV advocated for individuals to maintain the right to vote and make independent choices. Audiences ranged from individuals with intellectual disability and those with mental illness, family members, advocates, case managers, senior citizens, emergency services clinicians, public guardians and judges. We provided presentations at	None	\$31,150	dLCV presented to Virginia Supreme Court judges who make critical decisions about individual rights, including the right to vote.

		<p>statewide conferences including the Children’s Mental Health Symposium, Mental Health America of Virginia, Annual Judicial Conference, and Annual Public Guardianship Conference. We trained law students at UVA’s Mental Health and Elder Rights Law Clinic who agreed to assist individuals at Western State Hospital and at Region Ten’s Mental Health Clubhouse Program. We gave a presentation on Supported Decision-Making at the statewide Public Guardianship Conference. All Public Guardianship programs are required to attend this conference.</p> <p>dLCV submitted a proposal to the Supreme Court of Virginia so that staff could give a presentation on Supported Decision-Making as an alternative and adjunct to guardianship. They not only accepted our proposal but they told us that it was one of the most comprehensive</p>			
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<p>Conduct regular “Office Hours” program at seven (7) CILs, clubhouses or other advocacy groups throughout the state</p>	<p>300</p>	<p>proposals they had ever received. We gave the presentation at two break-out sessions during the conference, and by doing so, we were able to reach over 80 judges and advocate for individuals to maintain as much control over their lives as possible including the right to vote.</p> <p>Using multiple funding streams including PAVA, dLCV staff visited eight Centers for Independent Living (CILs) and provided our “Office Hours” program and presentations on various topics. “Office Hours” sessions are when dLCV staff meets with individuals one-on-one to discuss their issues, provide information and referral and complete an intake for dLCV services if appropriate. dLCV staff also present on various topics while visiting CILs. Some of the topics for presentations include Special Education Rights, Employment Rights, Vocational Rehabilitation and</p>			
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<p>Present to ten (10) groups with little or no knowledge of dLCV.</p>	<p>163</p>	<p>Client Assistance Program Rights, Voting Rights, Assistive Technology Rights for adults, Assistive Technology Rights for Children. dLCV staff also provided information about dLCV's goals and focus areas for fiscal year 2015. dLCV staff provided outreach and Office Hours to CILs in Petersburg, Rocky Mount/Martinsville, Roanoke, Lynchburg, Norfolk, Fredericksburg, Manassas, and in Richmond.</p> <p>dLCV presented and conducted outreach to several times throughout FY 15 to many individuals in Virginia. Some of the groups include the following: Rotary Club in Richmond Virginia, Good Neighbor Community Services-River Road Group Home, Faison School, John Tyler Community College Chester campus, Commonwealth Workforce Network, Culpepper DARS, VCU staff and students. Virginia Beach Psychiatric Center, Norfolk Sentara Rehab</p>			
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		Support Group, DARS in Abingdon Virginia, and VCU's Leap Program. dLCV provided education about PAVA and other dLCV programs.			
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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 FY2015:**

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
N/A	N/A	N/A	N/A	N/A	N/A

**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 FY2015:**

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 FY2015:**

Description of activities performed and completed	Number of individuals served	Description of types of outreach and education	Description of	Total amount of HAVA funding expended on	Description of activities in Area 5 that



			Activities NOT completed and the barriers and/or reasons	activities in Area 5	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 FY2015:**

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
Survey five (5) registrar offices we had identified in prior surveys as having physical access barriers to people with disabilities. Take corrective action as needed.	113,368 <i>(this number is calculated by adding the populations for the five counties reported in the 2014 Census)</i>	dLCV used PAVA and other funding streams to follow up on five registrar's offices with accessibility issues. These offices include: the county of Charles City, Danville, Isle of Wight County, Prince Edward County and Alleghany County.  Representatives from all five offices replied to our letters.  One correspondence involved a face to face meeting with the Administration/Public Works of Prince Edward County at the county courthouse to discuss access issues. We received verbal acknowledgement from this county that	None	\$5,550	None

		<p>they would adjust several barriers to access, including fixing a steep slope that threatened the safety of individuals using a wheelchair and creating a new, unobstructed path through the grass to make it easier for individuals to get from accessible parking spots to the entrance.</p> <p>Isle of Wight County administration corresponded with dLCV through email to ask questions and accept suggestions for making their space more accessible, including putting signs that point individuals in the direction of accessible entrances.</p> <p>In addition, we received response from Alleghany County acknowledging that their building that was built in 1986 and originally complied with the Virginians with Disabilities Act and the Rehabilitation Act had access issues. They are in the process of repaving and restriping the parking lot so that they will be in compliance with ADA requirements.</p>			
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		<p>Alleghany County is in the process of constructing an ADA compliant entrance ramp to the building, which they expect to have completed during the month of October 2015. The county also indicated that they anticipate upgrades to the bathrooms as budgeted in the fiscal year 2017 capital improvements cycle.</p> <p>The Charles City County Administrator also agreed to address concerns regarding accessible parking spaces, and accessible parking signage including penalty language.</p> <p>The city of Danville sent written correspondence to indicate that their office is now compliant with ADA Accessibility Guidelines and Virginians with Disabilities Act.</p> <p>dLCV was able to educate and develop relationships with county administrators and actually provoke physical structure change to improve accessibility for everyone.</p>			
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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 FY2015:***

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
NDRN TASC Voter Competency Trainings and other staff education and training	34	dLCV staff viewed the TASC webinars on Voter Competency and Denying the Right to Vote: Part 1 and Part 2 to educate our agency on the topic and respond to public need.  dLCV staff also routinely review the NDRN PAVA list serv and changes in voter rights and law and share that information internally.	N/A	\$3,794	N/A

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

dLCV launched a public input survey to obtain feedback on the goals and focus areas for FY 16 across all grants. From 5/17/15 through 7/24/15 dLCV received 340 responses to our survey. This is an increase from the number of responses in previous years, detailing that dLCV’s web-based survey continues to gain momentum. Twenty-two percent of responses came directly from individuals with disabilities. Twenty-six percent of responses were from parents or guardians. The remaining groups represented included family members, teachers, mental health professionals, and providers.

When it came to the issues most important to respondents, access to quality mental health care services (14 %) comprised the largest and most significant percentage. Tied for second place was access to community programs and government services (10 %), housing (10 %), and access to assistive technology and health care (10 %). Following those were: special education (8 %), effective vocational rehabilitation services (7 %), employment rights (7 %), transportation (7 %), abuse and neglect in schools (5 %), access to buildings and community activities (4%), guardianship (4 %), abuse and neglect in the juvenile justice system (3 %), abuse and neglect in jails and prisons (1 %), and voter rights (1%).

dLVCV also distributed surveys to the public via mailings and at facilities. dLVCV staff, with input from the PAIMI Advisory Council (PAC), public input survey, and past year work experience, helped to develop Fiscal Year 2016 Goals, Focus Areas, and Objectives. The dLVCV Board approved the Fiscal Year 2016 Goals and Focus Areas.

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

FY 2010- \$ 0

FY 2011 - \$ 0

FY 2012 - \$ 0

FY 2013 - \$ 0

FY 2014 - \$ 68,338

**Explanation of spending trend (use of funds and/or lack of funds used *particularly any FY2010 funds sent back to treasury as of September 30, 2015*)**

The DLCV Governing Board establishes our annual goals and focus areas. dLVCV identifies efficient ways to use resources across all funding streams to advocacy effectively for our clients. Other than direct work on voter rights, PAVA funds are used for overhead and administrative cost necessary for operations. No PAVA funded were returned in FY 15.