

Help America Vote Act (HAVA) Protection & Advocacy Systems (P&As)
FY2016 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 outlined in the FY2016 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:

- ✓**NOTE** Describe the activities completed in FY2016 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.
- ✓**NOTE** What types of outreach and education utilized?
- ✓**NOTE** Describe any activities carried out by the P&A that displayed innovation and can be shared with others as "best practices".
- ✓**NOTE** Describe the total amount of money spent to carry out the activities i.e. name of activity and amount spent on the activity.

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- ✓ **NOTE** 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.
- ✓ **NOTE** Synopsis of funding carried over from previous fiscal years, i.e. - FY2012, FY2013, FY2014 and FY2015 an explanation of spending trend.

✓ **NOTE** **DUE DATE**

The annual narrative report which includes activities and expenditures for Fiscal Year 2016 (*October 1, 2015 – September 30, 2016*) is due no later than **December 31, 2016**. Please submit the narrative report electronically to: 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 Room 4716
Washington, DC 20001

Attention: Melvenia Wright, Developmental Disabilities Program Specialist

✓ **NOTE** **QUESTIONS**

Should you have any questions regarding the Annual Narrative Report for **Fiscal Year 2016** (October 1, 2015 – September 30, 2016), please contact Melvenia Wright via the following:

Electronic Mail (E-mail):

melvenia.wright@acl.hhs.gov

Telephone:

(202) 357-3486

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✓ VOTE ANNUAL NARRATIVE REPORT FORMAT

The Fiscal Year 2016 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: _____ **STATE/TERRITORY:** Virginia

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

FISCAL YEAR: 2016 (October 1, 2015 – September 30, 2016) **FISCAL YEAR 2016 AWARD AMOUNT:** \$ 74,565

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

CONTACT INFORMATION: 804-225-2042 robert.gray@dclv.org
Telephone Number (E-mail Address)

<u>Area 1</u>					
<ul style="list-style-type: none"> ❖ To ensure full participation in the electoral process for individuals with disabilities <ul style="list-style-type: none"> ○ Activities may include, but not limited to registering to vote, casting a vote, and accessing polling places. 					
<i>Goal/Activity for FY2016:</i>					
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
Survey 35 selected polling sites across the state during the 2015 general election and the 2016 primary	53,831 voters in Districts surveyed	dLCV staff and several board members surveyed 42 of their own polling sites November 3, 2015. Once we reviewed the survey results, we were able to make adjustments to our survey tool and take on a much larger survey push on March 1, 2016.	N/A	\$105,822	dLCV awaits a decision on creation of regulations which would allow our P&A access recognized

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<p>election to identify barriers to voting</p>		<p>dLCV then contacted Registrars for 31 counties and independent cities across the Commonwealth and staff surveyed 202 polling places on March 1st during the Primary Election. Several of the localities we surveyed during this election expressed concerns to the State Board of Elections (SBE) that we would interrupt the election process by monitoring polling conditions during an active election.</p> <p>dLCV negotiated with the specific sites presenting barriers to access completed the surveys. We identified significant barriers to voting in 49 of the 202 polling places surveyed, or approximately 24%.</p> <p>Following our survey work, dLCV provided a report to SBE and attended a meeting to discuss our findings. SBE ultimately agreed to seek regulations granting dLCV access to monitor polling locations in the future. We await the decision.</p>			<p>unprecedented access to monitor polling locations. A summary of the current status of the action can be viewed in Virginia's Regulatory Town Hall at the following link:</p> <p>http://townhall.virginia.gov/L/ViewStage.cfm?tageid=7553.</p>
<p>Provide I&R or STA to all callers who need assistance with voter registration or have encountered barriers to voting</p>	<p>3,678 voters use the precinct identified in this complaint.</p>	<p>James has a mobility impairment. He told disAbility Law Center of Virginia (dLCV) that he had trouble reading and marking the ballot. He reported that election officials parked in the accessible spaces to keep people 40 feet away from the door. He noted that there was a sign on the door for curbside voting not visible from the curb.</p> <p>dLCV contacted the locality on James's behalf and made an anonymous complaint. The registrar shared our concerns about the problems reported and agreed to make changes. dLCV let James know the locality's response and provided him with information on his voting rights, copies of letters sent, Department of Justice's Polling</p>	<p>N/A</p>	<p>\$310</p>	<p>N/A</p>

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		Place Accessibility Guidelines, and how to make a complaint with Virginia Department of Elections.			
Provide I&R or STA to all callers who need assistance with voter registration or have encountered barriers to voting	2,981 voters vote at this precinct.	David is a stroke survivor. He contacted disAbility Law Center of Virginia (dLCV) denied curbside voting at his polling site. He made his request and told that he and his driver would need to come inside in order to vote. Unfortunately, the location also had no accessible parking. dLCV wrote to the local registrar. The local electoral board of the city then convened a meeting to discuss the complaint. David appreciated the advocacy and received a complaint form for Virginia Department of Elections and Department of Justice’s guidelines for the accessibility of polling places.	N/A	\$340	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 FY2016:

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
Provide voter outreach and training at fifteen (15)	612	disAbility Law Center of Virginia (dLCV) conducted 21 voting rights presentations at locations that serve individuals with intellectual disabilities and mental	N/A	\$13,567	N/A

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community-based programs during scheduled monitoring visits.		illness. These presentations occurred at day programs, and vocational programs including sheltered workshops. dLCV staff discussed the importance of registering to vote and the need for photo identification. Staff were supportive of helping individuals get to the polls on Election Day.			
Share information on voting rights with individuals in DBHDS facilities and with at least 20 local DSS offices.	150	disAbility Law Center of Virginia (dLCV) ensured individuals in state operated facilities had access to voting rights information. We worked with Department of Behavioral Health and Developmental Services (DBHDS) and Department of Social Services to provide information to their clients and assist in voter registration. dLCV conducted two formal presentations in DBHDS operated mental health facilities and shared information on restoration with the key staff. We addressed voting rights and accessibility issues in presentations to the DSS Adult Protective Services (APS) coordinators in five regional meetings reaching more than 100 local agencies.	N/A	\$1,357	N/A
Create an “Ask the Expert” video on Voter Rights and Restoration of voting rights and post on the dLCV website.	322	disAbility Law Center of Virginia (dLCV) created an Ask the Expert video explaining voting rights and restoration of voting rights. During the course of the year, a number of major changes to the restoration process occurred. dLCV created three versions of the video posted to reflect the individual changes as they occurred. The videos received over 322 views and received promotion throughout by the disability community in Virginia and through the National Disability Rights Network (NDRN).	N/A	\$9,497	N/A

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Provide I&R or STA to all callers who need assistance with voter registration or have encountered barriers to voting	1	Sarah called dLVCV and explained that her guardianship order terminated. She asked for help registering to vote. dLVCV discovered Sarah did actually have a guardian, but her guardianship order did not prohibit Sarah from voting. Not only that, Sarah was already registered. dLVCV educated Sarah and encouraged her to exercise her right to vote.	N/A	\$227	N/A
Provide I&R or STA to all callers who need assistance with voter registration or have encountered barriers to voting	1	Bob asked disAbility Law Center of Virginia (dLVCV) for advice regarding his voting rights. In addition to providing him with the information he requested, we also helped him complete an application for an absentee ballot. With our assistance, Bob was able to vote despite long-term hospitalization and a recurring medical condition.	N/A	\$300	N/A
Provide I&R or STA to all callers who need assistance with voter registration or have encountered barriers to voting	1	Peter asked disability Law Center of Virginia (dLVCV) for assistance with obtaining an absentee ballot. dLVCV provided him with an application and instructions on how to complete it. When he was unable to complete the application, dLVCV wrote the director off the facility where he resides and asked that she assign a social worker to help him with the application. The director reported dLVCV that the situation was resolved to the client's satisfaction.	N/A	\$250	N/A
	86	Other information and referral and cases under this objective.	N/A	\$2,250	

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 FY2016:

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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
Survey 35 selected polling sites across the state during the 2015 general election and the 2016 primary election to identify barriers to voting	See Area 1.	disAbility Law Center staff worked closely with the State Board of Elections (SBE) and registrars to educate about accessibility requirements. Details about this effort are in Area 1.	N/A	See Area 1.	See Area 1.
<p><u>Area 4</u></p> <ul style="list-style-type: none"> ❖ 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. <ul style="list-style-type: none"> ○ Activities may include, but not limited to providing training and participating in the development of training education programs for election officials and poll workers. <p><i>Goal/Activity for FY2016:</i></p>					
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					

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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 FY2016:

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					

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 FY2016:

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

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Survey 35 selected polling sites across the state during the 2015 general election and the 2016 primary election to identify barriers to voting	See Area 1.	disAbility Law Center of Virginia (dLCV) staff contacted Registrars for 31 counties and independent cities across the Commonwealth. During the March 1 Primary Election, dLCV surveyed 202 polling locations. and shared our findings with the State Board of Elections. See Area 1 for more detail.	N/A	See Area 1.	See Area 1.
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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 FY2016:

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
Provide I&R or STA to all callers who need assistance with voter registration or have encountered barriers to voting.	73,834 voters in this locality.	John contacted disAbility Law Center of Virginia (dLCV) to report difficulties he encountered at his polling site. He has a vision impairment and in prior elections he had not been able to vote independently. For the March 1, 2016 Primary Election, he called ahead and his registrar assured him a machine would be available for his use. He was excited to be able to use the equipment to make his selection only to be disappointed when it failed to print his ballot, leaving John no choice but to rely on the assistance of polling site staff to cast his vote. dLCV wrote to the registrar to express concern over this issue. The registrar replied that they were working out the	N/A	\$750	N/A

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		<p>issues with the equipment vendor and training staff to better address problems like this in the future. All citizens in this county now have an equal opportunity to cast their ballots with independence and confidentiality.</p>			
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Citizen feedback regarding the improvements and/or changes to ensure full participation in the electoral process.

dLCV offered two public input surveys during the spring and summer of this fiscal year. The first survey allowed our 318 respondents the opportunity to express which disability advocacy issues they feel are most important. 11 of the respondents indicated voting rights was an important issue. dLCV used this information as part of our FY 17 goal and focus area development.

The second systemic input survey allowed dLCV to hear targeted input from 22 respondents who reviewed our dLCV Board adopted FY 17 goals and drafted ideas for focused systemic work to affect those goals. dLCV reviewed these suggestions and incorporated them into our FY 17 work plan.

disAbility Law Center of Virginia (dLCV) is pleased to report a one hundred percent satisfaction rate from the sixty nine client satisfaction surveys we received. This one hundred percent satisfaction rate breaks down as fifty four respondents who indicated a high level of satisfaction and fifteen, who reported satisfaction with the help they received from dLCV. This is a total of 69 out of 69 respondents indicating they were satisfied with their help from dLCV!

disAbility Law Center of Virginia (dLCV) conducted follow up interviews with 10% of our closed cases for more in depth feedback on our services. Eighty five percent of clients interviewed reported that they were satisfied with the results they got from our agency. Clients felt like dLCV supported them in their self-advocacy like one client who stated that, “it is so great to have someone in your corner!” Other clients reported satisfaction with the thoroughness of dLCV’s services as exemplified by one client who stated that dLCV was “on point with everything” and another client who reported, “[the advocate] kept a check on me and gave me the confidence that I can do this.”

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Funding carried over from previous fiscal years –

FY 2012- \$ 0

FY 2013 - \$ 0

FY 2014 - \$ 30,932

FY 2015 - \$ 75, 118

Explanation of spending trend (use of funds and/or lack of funds used *particularly any FY2011 funds sent back to treasury as of September 29, 2016*)

dLCV utilizes PAVA funding to directly advocate for all Virginians with disabilities. We spent extra attention and funding this year modifying our public 'Ask the Expert' Voting and Restoration Rights video to match the on-going changes to the restoration process in Virginia.

The largest PAVA expenditures this year came from our year round advocacy project surveying polling sites and seeking corrective action detailed in areas 1, 3, and 6.