

Help America Vote Act (HAVA) Protection & Advocacy Systems (P&As)
FY2017 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 FY2017 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 FY2017 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 2017 (*October 1, 2016 – September 30, 2017*) is due no later than **December 31, 2017**. 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 2017** (October 1, 2016 – September 30, 2017), 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 2017 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, 2016 – September 30, 2017) **FISCAL YEAR 2017 AWARD AMOUNT:** \$ 74,565

REPORT SUBMITTED BY: Robert Gray 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>					
❖ 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.					
<i>Goal/Activity for FY2017:</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
Case Services	11,144 voters cast their ballots in this locality during the last election.	Casting My Ballot Lola takes her right to vote as a responsibility. She has cerebral palsy and needs special equipment to cast her ballot independently. Unfortunately,	N/A	\$6,517.59	

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<p>Partner in National Voter Registration Day</p>	<p>80</p>	<p>no one at her polling site had training to use the technology during the presidential election and she had to make a complaint to the electoral board.</p> <p>Believing the problem had been resolved, Lola went to vote in the primary. She again found staff unknowledgeable about the equipment and called dLCV for help. In a combination of self-advocacy and work by dLCV, the electoral board fired the staff person causing the problem and agreed to train all of their poll workers on the proper ways to accommodate voters with disabilities. Lola is pleased with this outcome and proud she'll now be able to do her civic duty independently.</p> <p>dLCV joined many other P&As across the county and became a National Voter Registration Day partner. We distributed over 80 voter registration applications to a dozen mental health and brain injury clubhouses, assisted living facilities, nursing homes and mental health hospitals across the Commonwealth. Providers</p>	<p>N/A</p>		
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		we reached included The Mill House, Lillian’s Loving Care, The Elms of Lynchburg, Mountainside Senior Living, Bridge Line Brain Injury Clubhouse, Catawba Hospital and Blue Ridge House. We also promoted National Voter Registration Day through social media and associated community outreach.			
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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 FY2017:

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 outreach and training on Voting Rights at fifteen (15) consumer clubhouses or peer-run programs.	241	As part of our 2017 Voting Outreach, dLCV educated consumers at 15 mental health and brain injury clubhouses serving individuals with mental on Voting Rights. We reached approximately 241 individuals across the Commonwealth, including areas identified and targeted by dLCV as	N/A	\$33,089.28	

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		<p>underserved. Some of the locations visited included: Eastern Shore (underserved), Virginia Beach (to serve Southampton), and Roanoke (to potentially serve Appomattox or Charlotte). We are pleased to report that many of the individuals trained were grateful to receive information about their rights.</p>			
<p>Provide outreach and training on voter registration to ten (10) assisted living facilities</p>	<p>128</p>	<p>dLCV also identified the elder population as an underserved group and made a targeted effort to reach older people and individuals with disabilities in assisted living facilities in an effort to empower them to exercise their right to vote. We visited 11 assisted living facilities and directly trained or spoke with 128 individuals. Our goal was to share information about voting rights with a demographic who may have had very little knowledge about how to exercise their right to vote in their current living situation. dLCV advocates left additional information about voting rights at each site, so more individuals will benefit from our materials than we directly reached.</p>	<p>N/A</p>		

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Visit 10 psychiatric residential treatment facilities and present to youth on transition related topics.	185	dLCV presented to nine Psychiatric Residential Treatment Facilities (PRTFs) on Coming of Age (COA) related topics which include Transition Services, Supported Decision Making, Information about Voting, Social Security and Age 18 Redetermination, and Vocational Rehabilitation Rights and Services. dLCV presented to 185 individuals and provided information to 215 individuals.	dLCV completed 9 of the 10 scheduled visits due to limited resources.		
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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 FY2017:

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
Support efforts of the State Board of Elections to create regulations granting dLCV		disAbility Law Center worked with the State Board of Elections (SBE) following dLCV’s monitoring of polling place accessibility during the March 1, 2016 Primary Election. dLCV reported our findings to SBE and SBE	N/A	\$10,528.41	

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access to polling places.		ultimately agreed to seek legislation granting dLCV access to monitor elections in the future. Though dLCV was prepared to collaborate with SBE and resolve concerns, the SBE ultimately withdrew the proposed regulations after consulting the Office of the Attorney General.			
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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 FY2017:

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 for FY2017:

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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 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.
 ○ 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 FY2017:

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 for FY20:

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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 7	Description of activities in Area 7 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
<p>Citizen feedback regarding the improvements and/or changes to ensure full participation in the electoral process.</p> <p>dLCV offered two public input surveys during the spring and summer of this fiscal year. The first survey allowed our 218 respondents the opportunity to express which disability advocacy issues they feel are most important. The top three categories chosen: quality mental health care, community access and barrier free environment and government benefits. 42% of our respondents were individuals with disabilities, which is an increase of over 10% from last fiscal year. Agencies and groups we reached included: the Virginia Board for People with Disabilities, Arc South of the James, I’m Determined in Harrisonburg (sponsored by the Virginia Department of Education), Partnership for People with Disabilities, Department for Behavioral Health and Developmental Services (DBHDS), three community business groups, and dLCV volunteers. dLCV used this information to develop our FY 18 goals and focus areas.</p> <p>The second systemic input survey allowed dLCV to receive targeted input from established disability advocacy agencies who reviewed our dLCV Board adopted FY 18 goals and focus areas. Agencies contributing to this effort include Mental Health America of Virginia, Virginia Spinal Association, Formed Families Forward, National Alliance on Mental Illness- Central Virginia, VOCAL, DBHDS Office of Recovery Services, Richmond Behavioral Health Authority, Virginia Department for the Deaf and Hard of Hearing, Arc of Northern Virginia, Parents of Autistic Children-Northern Va. Chapter, Brain Injury Association of Virginia. dLCV reviewed these suggestions and those of our PAIMI Council and incorporated them into our FY 17 work plan.</p>					
<p>Funding carried over from previous fiscal years –</p>					

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FY 2016- \$ -74,565

FY 2015 - \$ -19,264

FY 2014- \$- 0

FY 2013- \$-0

Explanation of spending trend (use of funds and/or lack of funds used *particularly any funds sent back to treasury as of September 29, 2017*)

dLCV utilizes PAVA funding to directly advocate for all Virginians with disabilities. We spent extra attention and funding this year with PAVA funding to reach individuals with mental illness and brain injuries. We also reached out to the elder population and the underserved counties of Southampton, Appomattox, and Charlotte via outreach and training.

