

**Help America Vote Act (HAVA)      Protection & Advocacy Systems (P&As)**  
**FY2018 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 FY2018 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:

- ✓OTE Describe the activities completed in FY2018 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.
- ✓OTE What types of outreach and education utilized?
- ✓OTE Describe any activities carried out by the P&A that displayed innovation and can be shared with others as “best practices”.

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- ✓**OTE** Describe the total amount of money spent to carry out the activities i.e. name of activity and amount spent on the activity.
- ✓**OTE** 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.
- ✓**OTE** Synopsis of funding carried over from previous fiscal years, i.e. - FY2014, FY2015, FY2016 and FY2017 an explanation of spending trend.

✓**OTE**      **DUE DATE**

The annual narrative report which includes activities and expenditures for Fiscal Year 2018 (*October 1, 2017 – September 30, 2018*) is due no later than **December 31, 2018**. 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 Room 4716  
Washington, DC 20001

***Attention: Melvenia Wright, Developmental Disabilities Program Specialist***

✓**OTE** **QUESTIONS**

Should you have any questions regarding the Annual Narrative Report for **Fiscal Year 2018** (October 1, 2017 – September 30, 2018), 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

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**ANNUAL NARRATIVE REPORT FORMAT**

The Fiscal Year 2018 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: 10/22/2018 STATE/TERRITORY: Virginia

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

FISCAL YEAR: 2018 (October 1, 2017 – September 30, 2018) FISCAL YEAR 2018 AWARD AMOUNT: \$ 104,225

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

CONTACT INFORMATION: 804-225-2042 robert.gray@dclcv.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 FY2018:**

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
Investigate and resolve complaints relating to access to polling sites dLCV	2	Leave Me Be  Mary and James are a husband and wife who are both vision impaired. During the presidential election, the	N/A	\$2,633.51	N/A

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<p>receives regarding the November 2017 and the 2018 Primary elections.</p>		<p>poll workers hovered over them invasively while they used the accessible voting equipment. Mary also had trouble with staff not using appropriate sighted guide techniques.</p> <p>They contacted dLCV for assistance. Their advocate communicated with the registrar on multiple occasions expressing concerns with the staff behavior and offered sighted guide technique guidance. Mary and James voted in the June primary election and found many of their concerns no longer existed. They voted privately and independently.</p>			
<p>dLCV provides Education, Training and Outreach to the general public.</p>	<p>274</p>	<p>dLCV hosted bi-weekly Synapse (networking organization) meetings to educate 259 people on topics varying from housing, children in nursing homes, voting rights, and special education. During one meeting this year, a dLCV advocate presented about voting accessibility. The training covered potential barriers to accessibility for voters with disabilities, an explanation of curbside voting and dLCV’s experience with polling place concerns. We encouraged all attendees who planned to vote to take a pre-paid postcard or link to our online tool. We received several responses from this outreach effort.</p> <p>dLCV also presented on voting rights at the Virginia Psychiatric Rehabilitation Association conference. There were 15 people in attendance. The audience members were particularly interested in how to get their voting rights restored. We sat down with two audience members afterwards and provided further information.</p>	<p>N/A</p>	<p>\$ 1,780.75</p>	<p>N/A</p>

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<p><b><u>Area 2</u></b></p> <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> <p><b><i>Goal/Activity for FY2018:</i></b></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 2	Description of activities in Area 2 that displayed innovation which can be shared as “Best Practices” with other State P&A’s
Create and distribute a survey form to be used by voters with disabilities to collect information on availability and proper functioning of accessible polling equipment.	6,824	<p><b>Making Every Vote Count</b></p> <p>Following up on problems encountered in previous elections, dLCV set out to give voters a mechanism for reporting barriers to accessibility they encountered at the polls. We created a survey tool and distributed it at our Open House, client meetings and at other outreach activities. When we received complaints about specific locations, we notified the local registrar of the problems.</p> <p>In many cases, we received positive feedback from the localities along with assurances to correct the problems. Several registrars even asked to keep communication open with our office so they could stay on top of making their polling sites more accessible to individuals with disabilities.</p>	N/A	\$9,238.15	N/A

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<b><u>Area 3</u></b>					
<ul style="list-style-type: none"> <li>❖ Participate in advocacy and education efforts revolving around HAVA implementation efforts in their State or Territory. <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> </ul>					
<b><i>Goal/Activity for FY2018:</i></b>					
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					
<b><u>Area 4</u></b>					
<ul style="list-style-type: none"> <li>❖ 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"> <li>○ Activities may include, but not limited to providing training and participating in the development of training education programs for election officials and poll workers.</li> </ul> </li> </ul>					
<b><i>Goal/Activity for FY2018:</i></b>					
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
With the PAIMI Council, develop and distribute an educational flyer to	133	A Statewide Effort  dLCV developed a “Could This Happen At Your Precinct?” fact sheet in the first quarter. We mailed	N/A	\$8,360.32	N/A

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<p>send to local voting precincts describing barriers to voting reported to dLVCV.</p>		<p>copies of it to all 133 registrars across the Commonwealth. We have received positive feedback on this tool and been told that it has been made a part of training materials in at least three localities.</p>			
<p>Investigate training protocol for poll workers to accommodate individuals with disabilities via electronic equipment and alternate formats.</p>	<p>80</p>	<p><b>Understanding the Process</b></p> <p>In an effort to learn more about the steps Virginia registrars take to ensure poll workers accommodate individuals with disabilities, dLVCV created a survey. We sent it out to all 133 registrars. We offered two different options: an online tool and a postcard.</p> <p>Thirteen responded electronically and 67 returned the postcard, for a total of 80 respondents. dLVCV followed up with six offices whose initial response to our questions raised concerns. All six offices confirmed compliance with training for equipment and accommodating individuals with disabilities.</p> <p>We then shared our findings with the Commissioner of the Virginia Department of Elections. We also took the opportunity to encourage the Commissioner to utilize the additional HAVA Consolidated Appropriations Act Funding to improve voting access for all Virginians.</p>	<p>N/A</p>	<p>\$4,451.87</p>	<p>N/A</p>

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<b>Area 5</b>					
❖ 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.					
<b>Goal/Activity for FY2018:</b>					
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					
<b>Area 6</b>					
❖ 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.					
<b>Goal/Activity for FY2018:</b>					
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
Partner with community advocacy groups in 4 communities to increase access to	4	Register Here  Partnering with Centers for Independent Living in four localities, dLCV examined the access of four voter registrar's offices located on fixed transportation routes.	N/A	\$4,782.10	N/A



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<p>polling sites or registrar’s offices via fixed-route transportation to achieve systemic change</p>		<p>Following up on surveys of the offices, dLCV wrote to the registrars in those localities and asked them to make corrections to parking, curb cuts and ramps to improve access for individuals with disabilities.</p>			
<p>Using the findings from the 2016 polling place surveys, identify 15 sites to determine whether identified significant deficits have been resolved. Obtain corrective action as needed.</p>	<p>0</p>	<p><b>Following-Up for Civic Duty</b></p> <p>In 2016, dLCV staff surveyed 202 polling sites in 31 localities across the Commonwealth. We identified barriers to access for disabled voters at 49 of those locations and followed up with individual registrars seeking corrective action. In 2018, we wanted to see how well that strategy worked. dLCV staff resurveyed 15 of the polling places to see if the changes promised by the registrars were put into effect. Two of the polling sites had been moved to more accessible locations. Several others made efforts to add appropriate accessible parking spaces. There was also an increase in the visibility of the availability of curbside voting. Barriers previously identified are now corrected.</p>	<p>N/A</p>	<p>\$10,513.10</p>	<p>N/A</p>

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<b>Area 7</b>					
❖ 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.					
<b>Goal/Activity for FY2018:</b>					
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
Sponsor an open house in order to educate people about the dLCV who were not aware of dLCV.	52	The dLCV Open House was held on October 26, 2017 at our office. We had a successful event, with 52 guests and 24 staff in attendance. Several clients shared their personal stories. Outreach efforts included inviting staff from the Henrico County Voter Registration Office to demonstrate their accessible voting machine and other tools used to provide accommodations to voters with disabilities. We also discussed our 2016 voting efforts, follow-up plans for 2017 and debuted our online accessibility survey tool. This booth highlighted our advocacy work under the Help America Vote Act and was the most visited display!	N/A	\$0 Completed With Alternate Funding	N/A
<b>Citizen feedback regarding the improvements and/or changes to ensure full participation in the electoral process.</b>					
dLCV offered two public input surveys during FY 18. The first survey allowed our 200 respondents the opportunity to express which disability advocacy issues they feel are most important. We posted the survey instrument on our website and distributed paper copies at conferences, during trainings and presentations, and directly to residents during facility monitoring. The top three categories chosen were quality mental health care, housing, and special education. 40% of our respondents were individuals with disabilities. Agencies and groups we reached included: the Virginia Board for People with Disabilities, Arc South of the James, Department for Aging and Rehabilitative					

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Services (DARS), Partnership for People with Disabilities, Department for Behavioral Health and Developmental Services (DBHDS) , and multiple community advocacy and networking groups. dLCV used this information to develop our FY 19 goals and focus areas.

The second systemic input survey allowed dLCV to receive targeted input from established advocacy agencies. The agencies reviewed our dLCV Board adopted FY 19 goals and focus areas and offered specific feedback to contribute to our work plan. Agencies contributing to this effort include Arc of the Piedmont, Virginia Poverty Law Center, Virginia LEND, New River Agency on Aging, Brain Injury Association of Virginia, Appalachian Agency for Senior Citizens, Formed Families Forward, Arc of Northern Virginia, and Virginia Autism Project. dLCV reviewed these suggestions and those of our PAIMI Council and incorporated them into our FY 19 work plan for HAVA and our other programs.

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

FY 2014- \$0

FY 2015 - \$0

FY 2016 -\$43,693.26

FY 2017 - \$73,456

**Explanation of spending trend (use of funds and/or lack of funds used *particularly any funds sent back to treasury as of September 29, 2018*)**

dLCV utilizes PAVA funding to directly advocate for all Virginians with disabilities. We spent extra attention and funding this year evaluating the Commonwealth's ability to train and then adequately accommodate individuals with disabilities via electronic equipment and alternate formats. Details of these efforts are in Areas 2 and 4 of this report.