



## EAC's Citizen's Report:

### The FY 2009 Summary of Performance and Financial Results

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*Assisting the effective administration of Federal elections*

## **Purpose of the Report**

This FY 2009 Citizens' Report represents the U.S. Election Assistance Commission's (EAC's) effort to provide a summary of key agency goals, how appropriated funds are spent, and actions planned to build on successes and address challenges.

## **Background**

In response to issues raised in the 2000 Presidential election, Congress passed the Help America Vote Act (HAVA) of 2002. The law recognized the need for States to invest in their election infrastructure and set out a comprehensive program of funding, guidance, and ongoing research. To foster those programs and to promote and enhance voting for United States citizens, HAVA established the EAC.

EAC is charged with, among other activities:

- serving as a clearinghouse of information on the administration of Federal elections for election officials and voters,
- certifying voting equipment to Federal standards,
- providing voluntary best practices for computerized statewide voter registration list requirements and registration by mail guidance to the states, and
- distributing HAVA funds to states for Federal election administration improvements.

The Federal election improvements include support of poll worker training, education of the public on voting rights such as provisional voting, and helping provide voters with polling place access information such as when and where to vote.

Additionally, EAC awards funds for the College Poll Worker and Mock Election grant programs. The College Poll Worker program seeks to attract a new generation of poll workers, critical to the administration of elections. The College Poll Workers are trained on setting up polling places, greeting voters, checking voter names on voting registers, checking voter identification where required, staffing information booths, demonstrating use of the machines to voters, answering voter questions, serving as election observers, assisting voters with disabilities, securing voting machines at the end of election day, counting votes, and transmitting election results.

The Mock Election grants promote voter participation in national elections through voter education activities for high school students and their parents. The students are provided with a "behind-the-scenes" look at the elections process, and learn about setting up polling places, registering to vote, and casting informed ballots. The grants help build community involvement in and awareness of the election process, and encourage future civic engagement and participation by the young people involved in the program.

## Strategic Goals

In March 2009, EAC adopted its first Strategic Plan for 2009 through 2014, allowing the agency to begin the process of reporting on formal performance metrics. EAC has five strategic goals:

**Communicate** -- Communicate timely and accurate information on the effective administration of elections for Federal office and on the operations and services offered by EAC.

**Fund and Oversee** -- Deliver and manage Federal funds effectively.

**Study, Guide and Assist** -- Identify and develop information on areas of pressing concern regarding the administration of elections for Federal office, issue recommended improvements, guidance, translations, and best practices as required by HAVA, and carry out responsibilities under the National Voter Registration Act.

**Test and Certify** -- Build public confidence in elections by testing and certifying voting systems to improve system security, operation, and accessibility.

**Manage** -- Achieve organizational and management excellence.

## Performance Data and Key Performance Measures

The agency has made tremendous progress in the program areas. During FY 2009, EAC:

- Made strides in speeding up certification of voting systems -- between February and August, three voting systems were certified;
- Instituted a Testing and Certification Voting System Reports Clearinghouse on its website to improve communications with stakeholders;
- Issued a report on Voter Registration, Quick Start Management guides on administering Federal elections, and best practices for voter information web sites;
- Held roundtable discussions on Elections, Election Office Management and Accessibility;
- Awarded 13 Poll Worker grants to colleges, universities and nonprofit organizations totaling \$750,000; and

- Awarded seven Mock Election grants to State and local election officials, and regional and nonprofit organizations totaling \$300,000 to educate secondary school students and their parents about the electoral process through mock Federal elections.

### EAC FY 2009 Performance Summary

Program	Performance Indicator	Type of Indicator	Planned	Actual
<b>Strategic Goal 1: Communicate</b>				
	Issue Clearinghouse policy	Output	Final	In Final Draft
	Issue Policies/Procedures to process requests from outside EAC	Output	Final	In Final Draft
<b>Strategic Goal 2: Fund and Oversee</b>				
	Publish Grants Program Handbook	Output	Final	Completed Sept. 2009
	Issue report on expenditure of HAVA funds	Output	Final	Completed Feb. 2010
<b>Strategic Goal 3: Study, Guide, Assist</b>				
	Complete Voter's Guide to Federal Elections in Voting Rights Act minority languages	Output	Final	Completed Oct. 2008
	Establish baseline on Election Day Survey responses accuracy and completeness	Output	Baseline %	100% response rate
<b>Strategic Goal 4: Test and Certify</b>				
	Test 100 percent of systems qualifying for testing each year	Output	100%	60%
	Respond to requests for interpretations of voting system standards within 45 days	Output	45 days	52.4 days (40% on target)
<b>Strategic Goal 5: Manage</b>				
	Unqualified financial statement audit opinion by FY 2010	Outcome	No	Yes

### Agency Assessment of Performance

Since the Strategic Plan was adopted mid-year in FY 2009, EAC is refining metrics, and developing systems to collect performance data and the internal controls needed to ensure that it is adequately supported. The performance indicator Planned versus Actual data above represent baseline, or starting point, information. Since the Strategic Plan and performance measures were adopted mid-year in FY 2009, historical data is not presented. At this stage of development of agency performance measurement, we are

reporting on outputs which establish the infrastructure required to begin the process of establishing and improving program outcomes. EAC is in the process of finalizing remaining program and administrative policies and procedures and establishing an agency-wide internal control program in order to verify the reliability and completeness of performance data.

## **Key Management Challenges and Assurances**

EAC continues to improve its programs and operations, strengthen internal controls, financial management, and information technology across the agency. Some work remains to be done, such as a program of continuous internal control assessment and improvement as required by the Federal Managers' Financial Integrity Act (FMFIA).

The data provided in the Agency Financial Report for FY 2009 containing audited financial statements is reliable and complete without any current material weaknesses. At the current time, the Commission provides a qualified statement of assurance that the internal control and financial management systems meet the objectives of the FMFIA. This is the second year in its six year operational existence that EAC prepared financial statements and submitted them for audit. Prior to establishment of an Office of the Chief Financial Officer (OCFO) in the Spring of 2009, EAC did not have the systems, controls, processes, and staff expertise necessary to comply with the Office of Management and Budget guidance for financial and performance reporting and received a disclaimer opinion on the FY 2008 financial statement audit.

EAC made improvements in all Agency management challenges identified by the Office of the Inspector General. Financial internal control has substantially improved through the remediation of audit recommendations made by the independent auditor in the annual financial statement audit. EAC also considers and responds to recommendations from audits and reviews conducted by the Government Accountability Office.

EAC's Office of Inspector General (OIG) conducts audits and reviews of the agency's operations. The Office of the Chief Financial Officer (OCFO) works closely with EAC management and the OIG to complete actions necessary to respond to audit findings. OCFO tracks the completion of the audit recommendations in a Monthly Audit Recommendation Tracking Report. The report is carefully reviewed by EAC and is submitted each month to Congressional Oversight staff. Of 82 recommendations, EAC closed 50, consolidated 13 as being repetitive, and has 19 open findings to resolve—a 77 percent improvement during FY 2009.

## **Financial Results**

The Statement of Budgetary Resources (SBR) compares budgetary resources with the status of those resources. As of September 30, 2009, budgetary resources were \$128,956,539 and net outlays were \$95,475,404.

EAC committed resources and time to move from a disclaimer opinion on our financial statements for FY 2008 to an unqualified (clean) opinion in the second half of FY 2009. The following table provides historical information on funds appropriated by Congress through FY 2009:

<b>Enacted Appropriations by Fiscal Year</b>										
(Dollars in thousands)										
	2003		2004		2005	2006	2007	2008	2009	Total
<b>EAC</b>										
<i>EAC Salaries &amp; Expenses</i>										
Operations	\$2,000		\$1,674 <sup>1</sup>		\$11,110	\$10,986	\$11,313	\$12,330	\$12,909	<b>\$62,323</b>
Mock Election Grants								200	300	<b>500</b>
Poll Worker Grants						300		750	750	<b>1,800</b>
Transfer to NIST					2,778	2,772	4,950	3,250	4,000	<b>17,750</b>
<i>Election Reform Programs</i>										
Requirements Payments	830,000 <sup>2</sup>		1,489,460					115,000	100,000	<b>2,534,460</b>
Poll Worker Grants	1,500		746							<b>2,246</b>
Mock Election Org.			199							<b>199</b>
Help America Vote Act Foundation	1,500		746							<b>2,246</b>
Voting Tech. Research									5,000	<b>5,000</b>
Testing & Verification									1,000	<b>1,000</b>
<i>Election Data Collection</i>								10,000		<b>10,000</b>
<b>TOTAL EAC</b>	<b>835,000</b>		<b>1,492,824</b>		<b>13,888</b>	<b>14,058</b>	<b>16,263</b>	<b>141,530</b>	<b>123,959</b>	<b>2,637,524</b>
<b>GSA <sup>3</sup></b>										
Section 101& 102 Grants	649,500									<b>649,500</b>
Administrative Expenses	500									<b>500</b>
<b>TOTAL GSA</b>	<b>650,000</b>									<b>650,000</b>
<b>TOTAL EAC &amp; GSA</b>										<b>3,287,524</b>

1/ Includes \$481,092 transferred from the Federal Election Commission

2/ Carried forward to FY 2005

3/ The General Services Administration distributed funds on EAC's behalf prior to establishment of EAC

Since the passage of HAVA, Congress appropriated more than \$3 billion to support States in improving the administration of Federal elections, primarily by upgrading systems for casting votes and for registering voters in statewide voter registration systems. States have also used HAVA funds to:

- 1) implement provisional voting;
- 2) train election officials, poll workers, and voters;
- 3) improve polling place accessibility;
- 4) provide voter information at the polling places;
- 5) provide language assistance for citizens who are not proficient in English;

6) use toll free telephone lines; and  
 7) establish identification requirements for first-time voters who register to vote by mail.  
 The following table provides a general overview of activities supported through HAVA funding as of September 30, 2009:

<b>State-Reported HAVA Spending as of September 30, 2009</b>		
<b>Description</b>	<b>Amount</b>	<b>Percent</b>
Voting Systems	\$1,604,367,413	71.0
Voter Registration Systems	354,992,541	15.7
Improving to the Administration of Federal Elections*	155,299,936	6.9
Educating Voters, Training Officials and Poll Workers, and Recruiting Poll workers	77,140,039	3.4
Improving Polling Places	29,765,726	1.3
Provisional Voting	3,664,550	0.16
Uncategorized	34,206,688	1.5
<b>Total</b>	<b>2,259,436,893</b>	

\*Includes costs associated with preparing state plans, administering the HAVA program, identification for first-time voters, posting voting information at polls, and language assistance. Also, includes additional costs of training, voting equipment, and voter registration systems that was reported collectively.

## Internet Links

FY 2009 Agency Financial Report: [http://www.eac.gov/about/docs/election-assistance-commission\\_-afr\\_-fy09.pdf/attachment\\_download/file](http://www.eac.gov/about/docs/election-assistance-commission_-afr_-fy09.pdf/attachment_download/file)

FY 2011 Congressional Budget Justification and FY 2009 Annual Financial Report: [http://www.eac.gov/about/docs/part-1\\_budget-justification.pdf/attachment\\_download/file](http://www.eac.gov/about/docs/part-1_budget-justification.pdf/attachment_download/file)

Agency website: [www.eac.gov](http://www.eac.gov)