

U. S. ELECTION ASSISTANCE COMMISSION



2014 Activities Report

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Introduction

The U.S. Election Assistance Commission

The U.S. Election Assistance Commission is an independent, bipartisan agency created by the Help America Vote Act (HAVA) of 2002 that assists and provides guidance to State and local election administrators in improving the administration of elections for Federal office. EAC provides assistance by disbursing federal funds to the states to implement HAVA requirements, auditing the use of HAVA funds, adopting the Voluntary Voting System Guidelines (VVSG), maintaining the National Voter Registration Act (NVRA) form, conducting research and serving as a national clearinghouse and resource of information regarding election administration. EAC also accredits voting system testing laboratories and certifies, decertifies and recertifies voting systems.

HAVA specifies that four commissioners are nominated by the President on recommendations from the majority and minority leadership in the U.S. House of Representatives and the U.S. Senate. No more than two commissioners may belong to the same political party. Once confirmed by the full Senate, commissioners may serve two consecutive terms. HAVA states that members of the commission shall continue to serve past their expired term until a successor takes office.

Throughout fiscal year 2014, EAC operated without a quorum of commissioners, a situation that had existed since December 2010 and the agency was without commissioners since December 2011. EAC functioned by following the order of succession in the Roles and Responsibilities document adopted by the Commission in September 2008, and the organization chart in the Strategic Plan 2009-2014 adopted in March of 2009. Under this structure, if EAC was without an Executive Director or General Counsel, as is the case, the Chief Operating Officer assumes the responsibilities of the Executive Director in an acting capacity. Agency staff is authorized by the Roles and Responsibilities document to perform activities such as managing the voting systems certification/decertification process, conducting roundtable meetings and disbursing Requirements Payment grant funds. The agency cannot process second level certification audit appeals, issue advisory opinions to States on use of HAVA funds, or adopt policy without a quorum of commissioners.

On December 16, 2014, the U.S. Senate voted unanimously to confirm Thomas Hicks, Matthew V. Masterson, and Christy A. McCormick as members of the U.S. Election Assistance Commission. The new members did not serve on the commission during FY 2014 and therefore did not vote to adopt an annual report for the fiscal year.

FY14 Program Highlights

EAC's focus in FY 2014 was on building upon its core mission work: developing guidance to meet HAVA requirements, preparing voluntary voting system guidelines for adoption, serving as a national clearinghouse of information on election administration and finalizing human capital and records management handbooks.

During FY 2014, EAC made a great deal of progress in achieving the program area goals described in its Strategic Plan, which is based on the mandates of HAVA. To assist in the effective administration of Federal elections, EAC furthered the programmatic goals in its Strategic Plan: Goal 1 Communicate; Goal 2 Fund & Oversee; Goal 3 Study, Guide and Assist; and Goal 4 Test and Certify. EAC also continued to make improvements in Goal 5 Operations. The agency's organizational structure is aligned with the four program goals. Some of EAC's significant accomplishments in response to these goals included:

Fund & Oversee

The Fund and Oversee Strategic Plan Goal 2 is administered by the Office of Grants Management and the Office of the Inspector General (OIG). During FY 2014, some of the Grants Management accomplishments included disbursement of over \$3.6 million to nine states certifying compliance with the provisions of HAVA; providing technical assistance to and monitoring grant recipients to help ensure that HAVA funds are spent in compliance with federal laws, regulations, and the provisions of HAVA and grant agreements -- Section 251 requirements payments, Voting System Pre-Election Logic and Accuracy Testing & Post-Election Audit Initiative grants, and Accessible Voting Technology Initiative grants.

The Grants Management Office, along with the Research, Policy and Programs Division, reviewed final grant financial and narrative reports, and closed out the FY 2010 three-year award College Poll Worker and Mock Election Programs grants. Further, staff closed seven of eight open inspector general audits of State use of HAVA funds in FY 2014.

Study, Guide and Assist

Study, Guide and Assist Strategic Plan Goal 3 is administered by the Research, Policy and Programs (RPP) Division. RPP administers the biennial Election Administration and Voting Survey (EAVS), an instrument used to collect data from the States on areas such as the ability of civilian, military and overseas citizens to successfully cast a ballot, and the number of registered voters at the state and county levels. Pursuant to an agreement reached between EAC and the U.S. Department of Defense Federal Voting Assistance Program (FVAP), the next survey will incorporate twelve FVAP questions.

EAC processed changes to the National Mail Voter Registration Form for several states, and posted them along with translations on EAC's website. The "motor voter" form can be used by the States to register U.S. citizens to vote, and to update registration information to change a voter's address or name. Each State and territory has its own instructions on how to complete the form with voter registration rules and regulations. The form is available on the EAC website in seven languages.

During FY 2014, RPP issued four educational products: new downloadable Quick Tips (formerly referred to as Quick Start Guides) on Managing the Voting Process, Educating Voters, Poll Worker Recruitment and Training, and Why Good Data Matters. The publications offer concise tips for election officials with links to best practices in the administration of Federal elections. Information contained in the Quick Tips is based on conference calls conducted with select groups of local election officials, and on research about election jurisdictions around the country. RPP also produced informational materials on, *“10 Tips to Enhance Your Voting Experience”*, and *“14 Facts About Voting in Federal Elections”* to help voters become more familiar with the voting process before the 2014 election. RPP staff also drafted Quick Tips on: Serving UOCAVA Voters, Conducting Audits, Monitors at the Polls, Administering Provisional Ballots, Alternative Voting Methods, Disaster and Contingency Planning, and Managing Change in Elections.

Test and Certify

The Test and Certify Strategic Plan Goal 4 is administered by the voting system Testing and Certification Division. During FY 2014, staff certified six voting systems, registered a new voting system manufacturer, and worked on system testing with the manufacturers of five additional systems.

The division drafted and published four Requests for Interpretation to the Voluntary Voting System Guidelines, and three Notices of Clarification to the Testing & Certification Program Manuals. Further, staff continued development of and implemented major updates to EAC's Virtual Review Tool, used for reviewing voting system test plans, cases and reports submitted by the voting system test laboratories. During FY 2014, Testing and Certification staff audited two voting system manufacturing facilities; and performed two Manufacturing Quality Assurance audits, two laboratory re-accreditation audits, and a follow-up to an initial new laboratory accreditation audit.

Communications

The Communications and Clearinghouse division maintains the EAC website, www.eac.gov, that includes resources for election officials, voters, academicians and other stakeholders. Examples include: the Election Official Exchange, an online resource to help local election officials share best practices and experience; Events Finder, a comprehensive presentation of all EAC public events, including meetings, hearings and roundtable discussions; webcasts of public events; Twitter @EACgov, hashtag #EACvote, and blog posts to provide election officials and the public with timely updates on elections and program activities, and forums for discussions such as preparation for the next Federal election; and a listserv for EAC's newsletter and automatic program updates.

In FY 2014, EAC hosted three public roundtable discussions which followed up on topics raised during prior EAC roundtables. In March, EAC hosted a roundtable consisting of two former Presidential Commission on Election Administration (PCEA) commissioners, and state and local election officials to discuss recommendations by the PCEA. A second roundtable was held in June to discuss reforms to the voting system testing and certification process to better meet the needs of state and local jurisdictions. In September, EAC hosted a third roundtable for state and local election officials, grant managers and research experts to discuss EAC grant programs' past successes and future directions.

EAC also publicized and promoted participation in six regional Accessible Voting Workshop seminars hosted by the Election Center, a nonprofit organization representing election officials. The workshops were conducted to help election jurisdictions of all sizes prepare for an anticipated rise in the number of voters with disabilities; four EAC/National Institute of Standards and Technology (NIST) Accessible Voting Technology Initiative webinars; and a panel discussion and demonstration of accessible voting technologies developed by the Information Technology and Innovation Foundation (ITIF) through a grant funded by EAC.

Operations

Administrative accomplishments during FY 2014 included among other activities the agency's fourth consecutive Federal Information Security Act (FISMA) audit opinion that EAC is in substantial compliance with the Act. More detail on FY 2014 accomplishments can be found in Section I.B. of the following document.

Operations

Chief Operating Officer and Acting Executive Director

The Chief Operating Officer and Acting Executive Director is responsible for implementing EAC policy and administering EAC's day-to-day operations in all program areas consistent with the agency's strategic plan' and commissioner adopted policies. The director manages, develops and oversees EAC's annual financial plan consistent with EAC's annual budget request, Federal statutes and applicable regulations. The director manages a staffing structure necessary to implement EAC's mission, goals, objectives, and policies.

Office of the Inspector General

EAC's Office of the Inspector General (OIG) conducts audits, investigations and other reviews of EAC's programs and operations. This includes internal reviews of how EAC conducts business as well as reviews of recipients of funds disbursed by EAC. Its work is designed to enhance the economy, efficiency and effectiveness of EAC. The OIG also works to detect and prevent fraud, waste, abuse and mismanagement in EAC programs and operations. Its reports serve to educate and inform clients (EAC, the Congress, the Office of Management and Budget, the Government Accountability Office, state governments, other federal entities, and the public) of opportunities to improve the efficiency and effectiveness of EAC and its programs.

EAC Federal Advisory Committees

HAVA established a 37-member Board of Advisors and a 110-member Standards Board to help EAC carry out its mandates under the law. Further, HAVA Section 221 established the Technical Guidelines Development Committee (TGDC) to help EAC develop the VVSG. These governing boards provide valuable input and expertise in forming guidance and policy. On January 25, 2011, then General Counsel and Acting Executive Director, Mark Robbins, issued a Memorandum suspending activity by the advisory boards. The memo states, in part,

“Boards and commissions subject to the provisions of FACA must have a Designated Federal Official (DFO) in order to conduct official business, at both the full committee and subcommittee level. It is the policy of the EAC (adopted on September 12 and certified September 15, 2008) that those positions be designated by the chair.....With no commissioners, there is no commission chair to appoint DFOs. And absent a quorum of commissioners, there are no means by which to change this established policy of appointing/replacing the DFOs.”

The complete memorandum is available at EAC.gov.

Board of Advisors

EAC's Board of Advisors includes members appointed by the following groups as specified in HAVA (two members appointed by each): National Governors Association; National Conference of State Legislatures; National Association of Secretaries of State; The National Association of State Election Directors; National Association of Counties; National Association of County Recorders, Election Officials and Clerks; The United States Conference of Mayors; Election Center; International Association of Clerks, Recorders, Election Officials and Treasurers; the U.S. Commission on Civil Rights; and Architectural and Transportation Barriers Compliance Board.

Other members include representatives from the U.S. Department of Justice, Public Integrity Section of the Criminal Division and the Voting Section of the Civil Rights Division; the director of the U.S. Department of Defense Federal Voting Assistance Program; four professionals from the field of science and technology, with one each appointed by the Speaker and the Minority Leader of the U.S. House of Representatives and by the Majority Leader and Minority Leader of the U.S. Senate; and eight members representing voter interests, with the chairs and the ranking minority members of the U.S. House of Representatives Committee on House Administration and the U.S. Senate Committee on Rules and Administration each appointing two members.

The Board of Advisors elects a chair, vice chair and secretary from its members. Officers serve for a term of one year and may serve no more than two consecutive terms in any one office.

Standards Board

The Standards Board consists of 110 members; 55 are state election officials selected by their respective chief state election official and 55 are local election officials selected through a process supervised by the chief state election official. HAVA prohibits any two members representing the same state to be members of the same political party.

The Board elects nine members to serve as an executive board, of which not more than five can be state election officials, not more than five can be local election officials and not more than five can be members of the same political party.

Technical Guidelines Development Committee

HAVA mandates that the TGDC help EAC develop the VVSG, a task that was completed in May 2005. The VVSG are not mandatory and each state retains the prerogative to adopt these guidelines.

By law, the chairperson of the TGDC is the director of NIST. The TGDC is composed of 14 other members appointed jointly by EAC and the director of NIST. Members include representatives from the EAC Standards Board, EAC Board

of Advisors, Architectural and Transportation Barriers Compliance Board, American National Standards Institute, Institute of Electrical and Electronics Engineers, the National Association of State Election Directors (two representatives) and other individuals with technical and scientific expertise related to voting systems and voting equipment.

TGDC meeting minutes, roster, resolutions and other related material are available at www.vote.nist.gov.

Operating Budget

Since 2004, EAC has received funds in three appropriations: Salaries and Expenses; Election Reform Programs for requirements payments, and Accessibility and Logic and Accuracy Grants; and for FY 2008 only, Election Data Collection Grants. The Data Collection grants of \$2.0 million each to five states measured the costs of improving the collection of election data at the precinct level during the 2008 Federal election.

In FY 2014, the Salaries and Expenses operating budget of \$10 million funded a \$1.9 million transfer to NIST; and general office expenses including payroll, travel, rent, telecommunications, printing, contracts, supplies, training, and equipment. In FY 2014, EAC closed out College Poll Worker recruitment and training grants and Mock Elections for high school student grants funded in the S&E appropriation.

EAC received an unmodified (“clean”) opinion on the FY 2014 financial statement audit and a clean opinion on the Federal Information Security Management Act audit of FY 2014. Recommendations from the procurement audit covering FYs 2009 – 2012 were fully-implemented in FY 2014.

Freedom of Information Act

In FY 2014, the EAC received seven requests under the Freedom of Information Act (FOIA). Four of them were processed and completed and three were pending completion at the end of the fiscal year. Additionally, one request that was received in FY 2013 was pending completion at the end of the fiscal year.

The median processing time for completed requests was 9 days; and the average was 8.25 days. The range in number of days for completed responses was 1 to 14 days. As of the end of the fiscal year, the four pending requests had been open 268, 220, 218 and 211 days respectively. There were no instances in which the EAC did not comply with a completed request.

One EAC employee processes FOIA requests, but this employee is not solely dedicated to FOIA activities. The EAC spent approximately \$15,000 processing FOIA requests in FY 2014. The EAC granted fee waiver requests on all completed FOIA requests.

The EAC’s FOIA regulations instructions for submitting a request and the FOIA Reading Room are available to the public at www.eac.gov.

Foreign Delegation Briefings

In FY 2014, EAC also conducted briefings for visiting foreign delegations under the auspices of the U.S. State Department to explain EAC's role and function as a national clearinghouse, and how EAC's resources and tools serve and support election officials around the country as they prepare for elections. Delegations included political, civic and community leaders, and journalists and academicians from countries in the United Kingdom and the continents of Africa and Asia.

Federal Financial Assistance to Improve Federal Elections

EAC's Grants Management Division distributes and monitors HAVA funds, provides technical assistance to states and grantees on the use of funds, and reports on requirements payments and discretionary grants to improve the administration of elections for federal office. The division also ensures the negotiation of indirect cost rates with grantees and resolves audit findings on the use of HAVA funds.

HAVA Funds

A state may use a HAVA Section 251 Requirements Payment to carry out activities to improve the administration of elections for federal office outside of the activities listed under HAVA Title III if the state, per Section 251, certifies that it has implemented the requirements of Title III or that the amount it will spend on other activities will not exceed an amount equal to the minimum payment amount applicable under Section 252 on allocation of funds. Title III includes voting system standards, voting information requirements, provisional voting, statewide voter registration lists and identification requirements for voters who register by mail.

Help America Vote College Program

The Help America Vote College Program, established by HAVA Section 501, provides grants to encourage student participation as poll workers or assistants, to foster student interest in the electoral process and to encourage state and local governments to utilize students as poll workers. EAC awarded no new College Poll Worker grants in FY 2014, but continued to monitor and provide technical assistance to its 2010 College Poll Worker grant programs until they ended in June 2013 and began the close-out process. All remaining open grants were closed in FY 2014.

The Help America Vote College Poll Worker grants help relieve poll worker shortages across the country and provide election officials with technically proficient poll workers. According to EAC's 2008 Election Administration and Voting Survey, nearly one-half of the jurisdictions reported experiencing difficulties recruiting poll workers. Thanks to these grants, many grantees reported having an adequate number of poll workers, some for the first time.

Mock Election Grant Program

The Mock Election Grant Program, authorized under HAVA Section 295, enables students to participate in simulated elections with voting equipment, ballots and poll workers. The grants enable students to become familiar with voting processes and technologies so that when they become eligible to vote they will be more comfortable with their civic responsibilities. EAC awarded no new Mock Election Program grants in FY 2014, but continued to monitor and provide technical assistance to its 2010 Mock Election Program grants until they ended in May 2013 and began the close-out process. All remaining open grants were closed in FY 2014.

The program promotes voter participation in national elections through voter education activities for students, building community involvement in awareness of the election process, and encouraging continued civic engagement and participation by the youth population.

The Voting System Pre-Election Logic and Accuracy Testing and Post-Election Audit Initiative

The Voting System Pre-Election Logic and Accuracy Testing (L&A) and Post-Election Audit Initiative grant was aimed at developing and documenting processes and best practices for coordinating quality and cost-effective voting system pre-election logic and accuracy testing and post-election audits. Through this initiative, EAC seeks to capture and test innovative, high-quality processes and tools, as well as practices that are cost effective and evidence-based for performing voting system pre-election L&A testing and post-election audits by jurisdictions of varying sizes, locations and equipment configurations. Congress funded this initiative under the Consolidated Appropriations Act, 2010 and the Omnibus Appropriations Act, 2009.

In FY 2011, EAC awarded twelve grants totaling \$1,463,074 to five states, six counties and one city. The two remaining grants ended in FY 2014. All grants were closed as of September 30, 2014.

The Accessible Voting Technology Initiative

In FY 2014, the EAC monitored the Accessible Voting Technology Initiative, a \$7,000,000 grant to advance voting accessibility technology to enable citizens with disabilities to vote privately and independently. The grant recipients are Clemson University, which is funded at \$4,500,000 and the Information Technology Innovation Foundation, which is funded at \$2,500,000. The EAC, Clemson University, and ITIF are also working closely with NIST on this Initiative.

This effort seeks to increase the accessibility of new, existing and emerging technological solutions in such areas as assistive technologies, interoperability and voting system design. According to statistics compiled by the U.S. Census, there are more than 50,000,000 Americans with disabilities and the United States also faces a rapidly approaching demographic shift to an older population, which will result in an increase in the incidence of disability. The HAVA disability requirements, specifically Section 301, recognized the necessity for dramatically improving the voting process for this population and these grants help further this vital mission.

Clemson University and their partners worked to advance the accessibility of elections and voting through applied research, development, evaluation, dissemination and implementation of concepts and technologies. Clemson University worked with an extensive set of partners including the Election Center and Rutgers University. In 2014, they further pilot-tested Prime III, a Clemson-produced election prototype voting machine, and worked with a diverse group of organizations from the elections community on research and development.

ITIF used a design-led innovation process to translate research, observations and insights into actionable steps to change voting system technologies and processes to improve the voting experience for people with disabilities. They worked closely with several organizations including the National Federation of the Blind and the Georgia Institute for Applied Technology Research Corporation. These grant awards ended on June 30, 2014. As of September 30, 2014 one grant award remained open awaiting final close-out.

Voting System Testing and Certification

Under the Help America Vote Act, EAC accredits voting system test laboratories and certifies voting equipment, marking the first time the Federal government has offered these services to the States. Participation by States in the program is voluntary. Staff works with NIST to evaluate and accredit voting system test laboratories and the management of the voting system testing and certification process.

The Testing and Certification (T&C) division:

- Assists States with certification of their systems;
- Supports local elections officials in the areas of acceptance testing and pre-election system verification;
- Promotes quality control in voting system manufacturing through the EAC quality monitoring program;
- Provides procedures to the voting system manufacturers for the testing and certification of voting systems to specified Federal standards consistent with the requirements of HAVA Section 231.

EAC's voting system certification program establishes accountability through its Quality Monitoring Program which ensures, through various check points, that the voting systems used in the field are the same systems EAC has certified. Under the program, EAC has the ability to conduct site visits to voting system production facilities to determine whether systems produced are consistent with those that have received EAC certification. In addition, EAC collects reports from election officials regarding voting system anomalies. After reviewing the reports, EAC disseminates the information to election officials. Furthermore, upon invitation or with permission from election officials, the EAC may conduct reviews of EAC certified systems that are in use in the field.

More information about EAC's Voting System Certification and Testing Program is available in EAC's Frequently Asked Questions on eac.gov.

Voting System Test Laboratory Accreditation

HAVA Section 231 requires EAC and NIST to develop a program for accrediting voting system testing laboratories. The National Voluntary Laboratory Accreditation Program (NVLAP) of NIST evaluates test laboratories and performs periodic re-evaluations to verify that the laboratories continue to meet the accreditation criteria. When NIST determines a laboratory is technically competent to test systems, the NIST director recommends the laboratory to EAC for accreditation. EAC makes the final determination to accredit the laboratory. EAC issues the accreditation certificate to approved laboratories, maintains a register of accredited laboratories and posts this information on EAC.gov.

Laboratories must adhere to the requirements of EAC's *Voting System Test Laboratory Program Manual* or face possible suspension or revocation of accreditation. These requirements include stringent conflict-of-interest and compliance-management programs.

Currently, two test laboratories are accredited by EAC: SLI Global Solutions and NTS Huntsville (formerly Wyle Laboratories.) In FY 2014, EAC performed two laboratory re-accreditation audits in Huntsville, Alabama on NTS Huntsville and Pro V&V laboratories.

Voting System Certification

HAVA instructs EAC to establish the federal government's first voluntary program to test and certify voting equipment. The certification program was established after the 2005 Voluntary Voting Systems Guidelines (VVSG) were adopted and the first recommendations regarding laboratories for federal accreditation were given to EAC by NIST in February 2007.

The first step in the certification process is manufacturer registration. Applicants are required to provide written policies regarding quality assurance and document retention and also provide a complete list of manufacturing facilities. Through registration with EAC, the manufacturer agrees to meet all program requirements.

A manufacturer that has a system ready for testing submits an application for testing to EAC and selects an EAC-accredited laboratory to conduct the testing. The laboratory submits a test plan to EAC for approval; tests the voting system; and provides a test report, based on the findings from testing, to EAC for review and action. EAC technical reviewers and staff members review the test reports. If the testing and report of a system demonstrate conformance with all applicable voting system standards or guidelines, the program director will recommend the system for certification. EAC's executive director considers the recommendation and provides a final decision on the system. EAC Commissioners serve as the appeal body. Upon certification, a system may bear an EAC mark of certification and may be marketed as EAC-certified.

In FY 2014, EAC certified six voting systems: (Dominion Voting Systems Democracy Suite 4.14A-1, and 4.14B modifications, Election Systems and Software EVS 5.2.0.0, and Unity 3.4.1.0 and EVS 5.0.1.0 modifications, and Unisyn Open Elect 1.2 modification).

Additionally, the Testing and Certification Division conducted testing campaigns for ten voting systems and there are currently three systems in active test campaigns.

EAC also developed and implemented major updates to the EAC's Virtual Review Tool (VRT). This tool was also made available to State Certification Authorities to assist them in reviewing change orders that may be presented for certification in their individual States.

Quality Monitoring Program

EAC's voting system certification program establishes accountability through its Quality Monitoring Program which ensures, through various check points, that the voting systems used in the field are in fact the same systems EAC has certified. For instance, under the program, EAC has the ability to conduct site visits to production facilities to determine whether systems produced are consistent with those that have received EAC certification. In addition, EAC collects reports from election officials regarding voting system anomalies. After reviewing the reports, EAC disseminates the information to election officials. Furthermore, upon invitation or with permission from election officials, the EAC conducts reviews of systems that are in use in the field.

System Advisory Notices are also an important part of the Quality Monitoring Program. EAC issues advisories to inform jurisdictions and members of the public of an existing anomaly or issue with an EAC-certified system. The advisory notice describes the nature of the issue identified, the root cause of the issue if known, and the current status of a solution to the issue. EAC will follow up with additional advisory notices regarding unresolved issues as more information is gathered and the problem is resolved.

These notices support EAC's quality monitoring program requirement related to identifying and reporting anomalies of fielded EAC systems. These notices are issued after an anomaly or issue is identified and verified through conversations with the jurisdiction fielding the system and the manufacturer of the system.

In addition, as part of the Quality Monitoring Program, EAC is required to conduct onsite manufacturing assessments. These onsite visits provide the opportunity for EAC to ascertain that the manufacturers of voting systems are following EAC's required procedures. Information generated by the Quality Monitoring Program, including anomaly reports, is posted in the Testing and Certification section of EAC.gov.

Communication and Clarification

In an effort to increase efficiency and streamline the certification process, EAC established the Requests for Interpretation (RFI) process. This process enables program participants to request interpretations of the VVSG. In addition, EAC established the Notice of Clarification (NOC) process, through which EAC issues clarifying language based on written requests from manufacturers or test laboratories seeking clarification about a program requirement, policy or guideline. In FY 2014, the EAC published two NOCs:

- NOC 2014-01 -- EAC Technology Testing Agreement
- NOC 2013-02 -- Detailed Description of Changes for Modifications

All RFIs and NOCs are available in the Testing and Certification section of the EAC Web site at EAC.gov.

Meetings

In FY 2014, staff attended meetings with NASED; The Election Center; Election Verification Network (EVN), EAC technical reviewers; voting system manufacturers; and a voting system manufacturer for the kick-off/technology testing Agreement overview meeting on a new system in Denver, CO; met with State Certification officials in Denver, CO; attended USENIX - EVTWOTE on voting technology; and performed manufacturer quality audits in Indianapolis, IN and San Diego, CA.

Voluntary Voting System Guidelines

The VVSG is the set of testable standards by which EAC evaluates all voting systems. EAC's accredited laboratories conduct a conformance assessment using the VVSG to evaluate the voting systems. A system submitted to EAC's program will receive certification only if it complies with the VVSG; nothing guarantees that a system will meet the VVSG requirements and ultimately receive an EAC certification.

EAC, the TGDC and NIST work together to develop voluntary testing standards. The 2005 VVSG are currently in place, while EAC and NIST are contemplating future versions and updates.

After reviewing comments and receiving input from a series of roundtable discussions about the next iteration, EAC determined the 2005 VVSG should be revised before the adoption of the next iteration, which may not occur for several years.

To implement updates to the 2005 VVSG, EAC followed the procedures in HAVA, which included providing a 120-day public comment period, longer than what is required by HAVA, and soliciting input from EAC advisory boards. EAC and NIST reviewed the public comments and boards' input.

The initial proposed revision to VVSG 1.1, was offered during a 120-day public comment period in the summer of 2009. Since that time, the EAC's Testing & Certification Program discovered additional best practices, experienced anomalies and deficiencies with voting systems entering the Testing and Certification Program, and clarified ambiguities with the standard. Changes were made after the 120-day public comment period to address these issues and in FY 2012, EAC:

- Received a new revised version of VVSG 1.1 from NIST.
- Incorporated NIST comments and new RFI's into VVSG 1.1.
- Posted the second draft version of VVSG 1.1 for a 90 day Public Comment period beginning September 6, 2012.
- Extended the Public Comment period from 90 days to 130 days.

In FY 2013 the EAC posted the second draft version of VVSG 1.1 on www.eac.gov for a 90 day Public Comment period which began in FY 2012 and extended through FY 2013. Subsequent comments regarding the comment period coinciding with the General election persuaded EAC to revise the Public Comment period to 130 days. Following the close of the comment period, all comments received were reviewed and will be published on EAC's website. EAC staff worked with NIST staff to address the comments and prepare the VVSG1.1 revised draft document for final formatting and the final VVSG 1.1 draft document awaits a Commission vote.

Research, Policy and Programs

The Research, Policy and Program division:

- Administers the biennial Election Administration and Voting Survey (EAVS);
- Administers the National Mail Voter Registration Form as prescribed by the National Voter Registration Act of 1993 (NVRA), also known as "Motor Voter";
- Administers the Election Management Guidelines and Quick Start Guides (now referred to as Quick Tips) program to help election officials conduct efficient, effective, accurate and accessible elections;
- Manages the Language Accessibility Program that provides informational materials on the Federal election process including glossaries of election terms in English and five other languages, and translations of the National Mail Voter Registration form in English and ten other languages;
- Provides educational materials to voters and election administration officials on the voting process; and
- Conducts research on election administration on topics as mandated by HAVA, by Congress and, at the discretion of the Commission.

The Research, Policy and Programs (RPP) division is responsible for implementing initiatives that include HAVA-mandated research covering topics such as the number of registration applications submitted through various sources as stipulated by the National Voter Registration Act of 1993 (NVRA); the number of ballots cast and returned in accordance with the Uniformed and Overseas Citizens Absentee Voting Act of 1986 (UOCAVA); language accessibility for minority language voters; and election management resources for election officials.

In addition to conducting HAVA-mandated research, RPP produces materials for voters and election officials to facilitate successful participation in federal elections. The division also administers the Election Management/Quick Tips program to help election officials conduct elections by providing information on topics such as poll worker recruitment and training, polling place management, collecting good election data, contingency and disaster planning, post-election auditing, administering provisional ballots and communicating with the public.

FY 2014 Accomplishments

Election Administration and Voting Survey

- Successfully completed an Memorandum of Understanding (MOU) between EAC and the Federal Voting Assistance Program (FVAP) for creating a combined 2014 EAVS (which includes 12 additional FVAP questions) and received the OMB clearance for the administering the 2014 EAVS.
- Awarded a contract to ICF International to administer, collect, analyze data and create a consolidated report related to the 2014 EAVS.
- Began distribution of the 2014 EAVS Statutory Overview. By the end of FY 2013 forty-two states had completed the Overview.

National Voter Registration Act

- Staff prepared documents and certifications of EAC materials related to the State of Kansas and State of Arizona court cases--including creating a notice for public comment in the Federal Register regarding a response to the Kansas court decision on Kobach vs. EAC.
- As follow-up to the Kansas court decision (regarding EAC and its update to the NVRA state instructions), staff worked with Department of Justice (DOJ) attorneys and other Federal agency staff to ensure: prompt and proper posting of a Federal Register Notice; cataloguing and monitoring of those public comments through the Federal Document Management System (FDMS) website, and; subsequent posting/uploading of the 241 comments captured through the FDMS website on to Regulations.gov.
- EAC processed appropriate changes to the NVRA form (to update NVRA form state instructions) for Georgia, Wisconsin, Kansas, New York State and Tennessee.

Quick Start Guides

- To prepare for the 2014 mid-term elections, created informational materials for election officials and voters that included EAC's "**10 Tips to Enhance Your Voting Experience**" and "**14 Facts About Voting in Federal Elections**" which is available in six foreign languages, were created to supplement state and local education materials. Both materials were posted to EAC's website.
- Four new Quick Start Guides (now referred to as Quick Tips) were published on: **Managing the Voting Process; Educating Voters; Poll Worker Recruitment and Training**, and **Why Good Data Matter**. Information contained in the Quick Tips is based on conference calls conducted with local election officials and research done on election jurisdictions from around the country.
- Drafts of Quick Tips documents were written on 1) **Serving UOCAVA Voters**, 2) **Conducting Audits**, 3) **Monitors at the Polls**, 4) **Administering Provisional Ballots** 5) **Alternative Voting Methods** 6) **Disaster and Contingency Planning** and 7) **Managing Change in Elections**.

Election Administration and Voting Survey

Under HAVA requirements, EAC collects information about election administration issues and shares that information with Congress, election officials, and the public. Under the provisions of the National Voter Registration Act (NVRA) EAC is required to collect information and report on: the total number of registered voters, the total number of active and inactive voters, the total number of new, duplicate, and invalid voter registration applications, the sources of voter registration applications, the total number of confirmation notices sent/received and the total number of voters removed from the rolls.

Beginning in FY 2015 EAC will consolidate its EAVS reporting into one comprehensive document that will be released to Congress in June 2015. Previously EAC published three reports on the EAVS- an NVRA report, a UOCAVA report and a general report on certain election data collected from the states. EAC will continue publishing the Statutory Overview, a compendium of each state's changes in certain election laws, prior to the release of the biennial EAVS report.

Consolidation of the Local Election Official and Election Administration and Voting Surveys

Pursuant to an MOU reached between EAC and the Department of Defense's Federal Voting Assistance Program (FVAP), beginning in 2014, the FVAP Local Election Official Survey will be incorporated into the EAC Election Administration and Voting Survey (EAVS). To assist States with compiling their UOCAVA data and to aid in their transition to a new EAVS format, the 12 additional FVAP questions were added to the end of Section B of the 2014 survey. These questions ask for additional detail about how UOCAVA ballots were transmitted to and returned by UOCAVA voters and, for more detailed information about UOCAVA voter's use of Federal Write-In Absentee Ballots (FWABS).

National Voter Registration Act

In FY 2012 the Policy Department of RPP developed and had approved, by the then General Counsel and the Executive Director, an interim procedure for processing state requests to modify their state-specific instructions on the national mail voter registration form. The interim procedure has been used by staff to process such requests in the absence of a Commission quorum.

In 2014 EAC received state requests for modifications to the state-specific instructions on the National Mail Voter Registration Form from Georgia, Wisconsin, Kansas, New York State and Tennessee.

In FY 2014 EAC also assisted US Department of Justice attorneys by preparing documents and certifications of EAC materials that related to the State of Kansas and State of Arizona court case. (The court case pertained to the states' request to EAC to update its NVRA form State instructions.) EAC's assistance included among other things: creating a notice for public comment in the Federal Register that related to a response on the Kansas court decision on *Kobach vs. EAC*; cataloguing and monitoring those public comments through the Federal Document Management System

(FDMS) website; and, subsequently posting/uploading the 241 comments captured through the FDMS website on to Regulations.gov.

Proposed Changes to the National Voter Registration Act Regulations

Section 9(a) of the NVRA requires the EAC to issue regulations for developing a national mail voter registration form and for submitting a biennial report to Congress on the effect of the NVRA.

In accordance with HAVA, in FY 2010 a Notice of Proposed Rulemaking (NPRM) related to the National Voter Registration Act of 1993 (NVRA) was developed and published in the *Federal Register*. In FY 2010 and FY 2011 EAC sought and received comments on the proposed regulations. In the NPRM, EAC proposed amending its NVRA regulations to ensure they are consistent with HAVA and to make some technical amendments. EAC also asked for public comment on other issues related to the national mail voter registration form and on administering the NVRA.

A quorum of commissioners will be responsible for issuing a Final Notice of Proposed Rulemaking. EAC also will analyze the public input to determine whether the national mail voter registration form must be revised and on the nature of guidance that EAC should provide to the states.

Quick Start Guides

The primary focus of the Programs section is to provide educational resources for election officials and voters. Resources include information about successful election management practices and basic information about federal elections. EAC responds to requests from state and local election officials, from Congress and from the public-at-large, for a range of informational material that relate to elections.

EAC's Quick Start/Quick Tips materials have been created to assist election officials with their duties. Following a series of nine webinars that were held in the summer of 2013, EAC went on to create four new Quick Starts in FY 2014. EAC collaborated with local election officials to develop these materials which highlight helpful tips for managing elections and suggest a range of practices that can aid with operating efficient and effective elections.

In FY 2014, these new Quick Start documents included:

- ***Tips to Manage the Voting Process Better***
- ***Tips to Strengthen Voter Education Programs***
- ***Tips to Employ Effective Poll Workers, and***
- ***Tips for Making Election Data Pay Off***

The materials are available on EAC.gov. In FY 2014, work also began on seven additional Quick Starts for release in FY 2015. EAC staff anticipates marketing and promoting the information contained in these documents, through EAC's various social media.

Communications and Clearinghouse

The Communications and Clearinghouse division is responsible for external communications and the tools and platforms used to provide information to election officials and the general public. Areas of responsibility include:

- EAC Website and Clearinghouse
- Social media
- Media inquiries
- External communications
- Congressional relations
- The Freedom of Information Act
- National Archives and Records Act
- Editorial support: press releases, speeches, and Congressional testimony

In Fiscal Year 2014, the Communications and Clearinghouse division focused on providing information and best practices to election officials and voters. EAC maintained the goal of building a community of knowledge and expertise that could save election officials time and money in preparation for the 2014 federal election cycle.

Public Roundtable Discussions, Workshop Seminars and Webinars

Public Roundtables

In Fiscal Year 2014, EAC hosted three public roundtable discussions which followed the series of prior EAC roundtables about election administration topics and initiatives. Participants included individuals from the President's Commission on Election Administration (PCEA) including two commissioners, the PCEA research director and a data researcher. Also included were state and local election officials and individuals who testified before the PCEA. The roundtables included:

- *"Managing the Polling Place: Lines, Logic and Logistics"* (March 13). State and local election officials discussed recommendations by the PCEA related to polling place location and design, managing queues, recruiting and training poll workers and the use of precinct management technologies to improve and streamline the voting experience.
- *"Reforming the Testing and Certification Process"* (June 12). State and local election officials and technical experts discussed possible reforms to the testing and certification process that can better meet the needs of state and local jurisdictions.

- “EAC Grants: Expanding the Body of Knowledge of Election Administration – Reflections and Future Direction” (September 3). State and local election officials, grant managers and research experts discussed the EAC grants program's past successes and future direction.

All three roundtables were webcast live and featured a live Twitterfall. Questions and comments were taken from the public through the webcasts. EAC distributed press advisories to national media daybooks and contacts, and to the home state/local media outlets representing roundtable participants.

Workshop Seminars and Webinars

In FY2014, EAC also publicized and promoted participation in several webinars and initiatives to highlight the research and findings made possible through EAC grants that were funded under the Congressional Consolidated Appropriations Act for FY 2009/2010. Congress provided funds to the EAC to develop a research program to continue to support accessible voting technology. The events included:

- Six regional Election Center Accessible Voting Workshop seminars to help election jurisdictions of all sizes to prepare for an anticipated rise in the number of voters with disabilities. Each of the six day-long sessions included the same content located in different cities to better accommodate attendance by election officials from across the USA. The schedule included: Chicago (November 12); San Francisco (January 30); St. Louis (February 13); Seattle (March 7); Washington, DC (March 18); Minneapolis (April 10).
- Four EAC/NIST Accessible Voting Technology Initiative (AVTI) webinars. The goal of these webinars was to share the results of the AVTI research that can be used to improve elections and the voting process. The four include: (1) Highlights of EAC Accessible Voting Research and the Impact on Elections, 6-20-14; (2) Accessibility & the PCEA Report: Thoughts and Perspectives on AVTI Research, 5-22-14; (3) Accessible Voting: People & Technology: 1-23-14; (4) Piloting Accessible Voting Technology in the Field: 1-10-14. Recordings and transcripts were also available.
- The Information Technology and Innovation Foundation’s (ITIF) “Innovations in Elections: Making Voting Accessible for Everyone” (5-14-14). The ITIF event featured a panel discussion and demonstration of accessible technologies developed through an ITIF initiative funded by EAC and the ITIF also presented a report on how to increase voting access through innovation.

EAC.gov

The agency’s website, www.eac.gov, is the primary communications tool. EAC.gov contains thousands of documents and information about voting systems, press releases, informational videos, research, data and program-related information. It also features on-demand webcasts and related information from public meetings, hearings and roundtables.

EAC’s award-winning website features a user-driven notification system, allowing visitors to customize how they receive information. Users can customize their online experience by signing up for EAC’s newsletter, automatic e-mail

alerts on a variety of election topics and events, including public meetings, advisory board meetings, reports, policies, program updates and other agency news. These alerts can be received in real time on a daily or weekly basis. The website events calendar offers a comprehensive presentation of all EAC public events, including meetings, hearings and roundtable discussions. Webcasts of public events are offered live and on demand webcasts are available within 24 hours. The meeting agenda accompanies the webcast, and the viewer can select topics of interest. Many of the meeting materials are also posted to the website.

EAC's online resources also include the "Election Exchange" to help local election officials connect and leverage their collective knowledge by sharing best practices and knowledge. By participating in the Exchange, any U.S. election official can call on a colleague for advice about virtually any administrative task they face, from testing voting equipment and training poll workers to creating an audit trail and conducting a recount.

Social Media and Stakeholder Updates

The EAC has been extremely active using social media to reach election officials in new and engaging ways. Technology is transforming elections and the EAC wants to be at the forefront of the field. In particular, the EAC has developed an interactive blog and an active twitter account. Additionally, the EAC cultivates a list of Election Office Twitter accounts to facilitate ongoing communication between election officials.

EAC social media and stakeholder updates highlights for 2014 include:

- Blog posts provided periodic election updates and highlight program activities including: EAC resources; the 2014 election calendar and election updates; voting system testing updates to track progress made on EAC voting system certification; Quick Tips for Voters and FAQ Facts about voting in Federal elections; new Quick Start Guides with concise tips for election officials; roundtable discussions on managing the polling place; reforms to the testing and certification process; the past successes and future direction of the EAC grants program, state requests for proposals (RFPs) for purchases of voting systems/e-pollbooks, and the IEEE/VSSC working group on common data format; and ongoing blog posts covering election related topics to answer frequently asked questions and provide critical or time sensitive information to stakeholders and the media;
- Used @EACgov on Twitter to rapidly deliver information and updates to stakeholders and the public about the voting system certification program, EAC activities and election information, communicate with election officials, and build a community of expertise;
- Maintained Twitter @EACgov and the hashtag #EACvote where election officials and the public can gather and discuss preparation for the next Federal election. The number of EAC Twitter followers grew from 1,602 to 1,968 from October 2013 through September 2014;
- Provided program activity updates where the public can customize the kind of information and the frequency that it is delivered via EAC's newsletter and automatic program updates.

- EAC delivered information and updates to election officials and stakeholders about: (1) roundtable discussions, workshop seminars and webinars; (2) research products and resources; (3) voting system certification; and (4) HAVA grants management.
- Publicized and circulated EAC's four new online downloadable Quick Start Guides that offer concise tips for election officials with links to examples of materials to help them better manage their elections process on how to: (1) Manage the Voting Process Better; (2) Employ Effective Poll Workers; (3) Strengthen Voter Education Programs; and (4) Make Election Data Pay Off.
- Publicized and circulated EAC's 10 voter tips and 14 voter FAQ facts to help and encourage voters to become familiar with the voting process before the 2014 election.
- Notified States about EAC's new streamlined process for requesting and receiving HAVA funds requirements payments and posted the certification and assurances forms and memo to chief election officials on the website.
- Circulated updated EAC HAVA funding charts with statistics to stakeholders tracking HAVA Title I and Title II funds awarded and disbursed to the states
- EAC Notices for Public Comments:
 - Notice issued for public comment on whether to amend the State-specific NVRA instructions for Arizona, Kansas, and Georgia to include additional proof-of-citizenship instructions on the national mail voter registration form.
 - Notices issued for each of two public comment periods on EAC's 2014 research regarding consolidating the FVAP local election official survey into the EAC survey.
 - Notices issued for each of two public comment periods on the renewals of two existing information collections: EAC's Voting System Testing and Certification Program Manual, Version 1.0; and EAC's Voting System Test Laboratory Program Manual, Version 1.0.
- EAC Memorandum of Decision on NVRA Form: posted a memorandum of decision concerning state requests to include additional proof-of-citizenship instructions on the national mail voter registration form (1-17-14).
- As requests were received from election officials, EAC continued to add more links to state & local election social media sites.

Office of the Chief Information Officer

Entity-Wide Security Program

EAC's Office of the Chief Information Officer (OCIO) recognizes that effective security management is critical to EAC's mission. The ability to ensure confidentiality, integrity, and availability of its information assets is essential to minimizing risks of inadvertent or deliberate misuse, fraud or destruction. EAC continues to be vigilant in protecting its information assets. Trusted Internet Connections (TIC), Continuous Monitoring (CM) and strong authentication measures using Homeland Security Presidential Directive-12 (HSPD-12) Personal Identity Verification (PIV) credentials help ensure EAC information assets remain secure. Unauthorized disclosure of and access to sensitive information is one of EAC's highest concerns and is being addressed through multiple programs.

During FY 2014, EAC continued work on an information technology (IT) enhancement program that was in progress during FY 2013. The agency made changes to enhance the agency's network infrastructure in its new physical location. OCIO made some changes that revised the plan, design and implementation of a secured network infrastructure for the new work office setup and teleworking option for staff. As part of the agency's continuing effort to improve IT services, EAC replaced aging laptops with high-end performance mobile devices. EAC's OCIO provided necessary accessories as well as a secured connection to staff for teleworking and remote access to the network.

The agency email messaging system has been enhanced and adapted to enable users to access their email through a secured online connection and allow them manage their emails. During FY 2014, EAC upgraded some servers and workstations as well as mobile devices to meet its performance, availability and integrity requirements.

EAC implemented a self-contained system recovery backup solution at the main office as well as at the remote Continuity of Operations (COOP) site to protect mission-critical data against system down-time and for disaster recovery. To ensure internal security, EAC applied additional access controls including an intrusion detection appliance as well continuous monitoring.

Further, EAC has adapted and expanded the telephone system to a menu-driven interactive voice response (IVR) system. The main switch number uses a telephone menu to direct callers to offices and provides voter contact information for State voter information lines during elections. To improve internal and external communication, EAC completed work on unified messaging with a Voice over IP (VOIP) phone system that allows users to access voicemail via email, a custom auto-attendant, call forwarding and audio conferencing at any time from any location.

The Federal Government has a duty to protect against threats and secure Federal information and information systems. This responsibility is codified in the Federal Information Security Management Act (FISMA), which requires agencies to provide information security protections commensurate with risks and their potential harm to Federal information.

The independent FY 2014 FISMA evaluation report found that EAC was in substantial compliance with FISMA requirements and that EAC had adopted OMB policy and guidelines, and applicable NIST standards and guidelines for

the security control areas evaluated. Specifically, it was noted that EAC had established sufficient policies and procedures relating to its IT security program to address identified risks; implemented actions to address prior concerns relating to meeting Privacy Act requirements; established a continuous monitoring program that substantially addressed all NIST requirements (using Asset management and IT service desk utilities); provided annual security awareness training and specialized training to its IT specialists; developed and tested a contingency plan; and had established required access controls sufficient to meet identified risks.

EAC had developed an agency-wide IT security program based upon assessed risk. The FISMA audit concluded that the security program in place provided reasonable assurance that the agency's information and information systems are appropriately protected.

Office of the Inspector General Activities

In FY 2014, the OIG provided oversight to the independent public accounting firm that performed the annual audits of EAC's financial statements and its compliance with the Federal Information Security Management Act (FISMA).

In the auditor's opinion, the EAC financial statements presented fairly, in all material respects, the financial position of EAC as of September 30, 2014, and its net costs, changes in net position, budgetary resources, and custodial activity for the year then ended, in accordance with accounting principles generally accepted in the United States of America. The auditors identified a material weakness in internal control over disbursements. EAC's controls over disbursements were not effective, to ensure disbursements were not made from a canceled fund. EAC made a \$2,266,085 disbursement from a fiscal year (FY) 2008 fund after the fund was canceled on September 30, 2013. The disbursement was unable to be authorized from the FY 2008 authority. The payment was liquidated directly from Treasury's General Fund which caused EAC to be in violation of the Anti-Deficiency Act.

The annual FISMA audit revealed that EAC was in substantial compliance with FISMA requirements, Office of Management and Budget policy and guidelines, and applicable National Institute of Standards and Technology standards and guidelines for the security control areas that were evaluated. The audit found that EAC had developed an agency-wide internet technology security program based upon assessed risk, and the security program provided reasonable assurance that the agency's information and information systems were appropriately protected.

Moving Forward

EAC has statutory obligations and responsibilities under the Help America Vote Act, the National Voter Registration Act, and the Uniformed and Overseas Citizens Absentee Voting Act. We will continue working to achieve our mission according to the policies established by the Commissioners.

In fiscal year 2015 the U.S. Election Assistance Commission plans to build upon its core mission goals: developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, and serving as a national

clearinghouse of information on election administration. We will continue to meet the needs of our core constituents, the states and territories, and provide them with technical assistance. We will also provide training on a number of areas including financial reporting and audits to ensure HAVA requirements are being properly implemented.

EAC will continue to conduct day-to-day activities related to testing and certifying voting systems. These activities include, but are not limited to: discrepancy resolution, responding to Requests for Information, and reviewing test plans and reports. Under EAC's current organizational structure, the Acting Executive Director is the Decision Authority for all voting system certifications. The EAC Commissioners act as the appeal body only in instances in which a decision not to certify a voting system or a decision to decertify a voting system is appealed by the voting system manufacturer.

EAC will also continue to administer the biennial Election Administration and Voting Survey (EAVS), an instrument used to collect state-by-state data on the administration of federal elections. The EAVS reports include datasets on the ability of civilian, military and overseas citizens to successfully cast a ballot. They contain the most comprehensive, nationwide data about election administration in the United States. The EAVS data is used for two federally mandated reports – the NVRA Report (motor voter) and the UOCAVA Report (military & overseas citizens). EAC will work to facilitate an earlier release of EAVS data that many in the elections field have come to rely upon. In FY 2015 EAC will, for the first time, release and publish its 2014 EAVS data in one comprehensive report. Previously EAC staggered the release of these data in the June NVRA report, the September UOCAVA report and the December EAVS report. EAC anticipates releasing its 2014 EAVS findings in a June 2015 report. Also, pursuant to the 2014 EAC/FVAP agreement that incorporates FVAP's Local Election Official Survey into the EAVS, EAC will coordinate releasing 2014 EAVS findings that relate to UOCAVA voters with the Federal Voting Assistance Program.

EAC will build on the momentum begun with its summer 2013 nine-part webinar series on Effective Practices in Election Administration. EAC's Quick Start /Quick Tips assist state and local election officials in effectively managing and administering elections. Each Quick Start Guide offers concise and easy-to-read tips on a wide range of timely topics impacting the field of elections. In FY 2014 EAC published four new Quick Start Guides: Managing the Voting the Process; Educating Voters; Poll Worker Recruitment and Training, and; Why Good Election Data Matter. EAC posted the Quick Starts on its website with links to best practice examples gathered from election officials across the country. The goal will be to continue to encourage election officials to submit and share their tools and information through the EAC's website.

HAVA directs that EAC shall serve as a national clearinghouse and resource for the compilation of information and review of procedures with respect to the administration of Federal elections, including the maintenance of an elections clearinghouse of information on the experiences of State and local governments. From its inception, the EAC has been engaged in the collection, aggregation and dissemination of information for the purpose of improving election administration in all jurisdictions in the United States. To that end, EAC will make optimal use of the website medium and social media, and conduct roundtable discussions, webinars, workshops and symposiums within the election community, in order to improve the products and services we make available to our stakeholders.

EAC continues to work within the established authority to meet statutory obligations and responsibilities. With the arrival of new commissioners, EAC will be poised to examine remaining policies and procedures related to clearinghouse and communications and public comments regarding the Voluntary Voting System Guidelines and the National Mail Voter Registration Form.

Appendix

Commission Leadership

Chief Operating Officer Alice P. Miller

Alice P. Miller serves as chief operating officer for the U.S. Election Assistance Commission (EAC), a position she has held since June 2008. Ms. Miller oversees the day-to-day operations at EAC in all program areas and serves as EAC's acting executive director, managing a \$10 million budget. Since her arrival, Ms. Miller's leadership role at EAC has enabled the agency to serve its mission while integrating policies and procedures aimed at improving efficiency and transparency.

Ms. Miller came to EAC after serving as the former general counsel and executive director of the District of Columbia Board of Elections and Ethics. As executive director, she served the district's 340,000 active voters and managed a \$5.2 million budget. During her 12 years in this role, she was responsible for overseeing and managing all aspects of elections, from voter registration to ballot access for candidates and measures. She also directed the management of voter rolls and supervised the recruitment, training and deployment of 2,500 poll workers.

Prior to her service at EAC, Ms. Miller served in 2003 as president of the National Association of State Election Directors (NASSED). She also served on two of EAC's external advisory boards, the Technical Guidelines Development Committee (TGDC), which assists EAC in developing the Voluntary Voting System Guidelines (VVSG), and the EAC Standards Board. Before the creation of EAC, Ms. Miller served on the Election Administration Advisory Panel for the Federal Election Commission. She currently serves on the board of directors for the Election Center.

Ms. Miller holds a juris doctor degree from Northeastern University School of Law and a bachelor of arts from Boston College.

FISCAL YEAR 2014 ACTIVITIES REPORT – EAC BOARD OF ADVISERS LIST

NOTE: On January 25, 2012, the EAC General Counsel/Acting Executive Director issued a Memorandum suspending activity by the EAC advisory boards. The following roster from Fiscal Year 2012 lists the most recent membership following the suspension.

Appointed by	First Name	Last Name	Title	City	State
Architectural and Transportation Barrier Compliance Board	Ron	Gardner	National Federation of the Blind of Utah	Bountiful	UT
Architectural and Transportation Barrier Compliance Board	Vacant				
Chief, Public Integrity Section, Criminal Division, U.S. Dept. of Justice	Richard	Pilger	U.S. Department of Justice, Director, Election Crimes Branch	Washington	DC
Chief, Voting Section, Civil Division, U.S. Dept. of Justice	Chris	Herren	Chief, Voting Section	Washington	DC
Committee on House Administration – Ranking Member	Stewart	Cohen	Attorney	Philadelphia	PA
Committee on House Administration – Ranking Member	Donald	Jones	Advocate	Willingboro	NJ
Committee on House Administration – Chair	Keith	Cunningham	Special Projects Mgr. Elections Division, OH	Columbus	OH
Committee on House Administration – Chair	Jill	LaVine	Registrar of Voters – Sacramento County	Sacramento	CA
Director, Federal Voting Assistance Program, U. S. Department of Defense	Robert	Carey	Director, FVAP	Arlington	VA
International Association of Clerks, Recorders, Election Officials and Treasurers	Robert	Saar	Executive Director, DuPage County Election Commission	Wheaton	IL
International Association of Clerks, Recorders, Election Officials and Treasurers	Elizabeth “Libby”	Ensley-Deiter	Election Commissioner	Topeka	KS
National Association of Counties	Helen	Purcell	Maricopa County Recorder	Phoenix	AZ
National Association of Counties	Wendy	Noren	Boone County Clerk	Columbia	MO
National Association of County Recorders, Election Officials and Clerks	Jan	Kralovec	Director of Elections, Cook County	Chicago	IL
National Association of County Recorders, Election Officials and Clerks	Neal	Kelley	Registrar of Voters, Orange County	Santa Ana	CA
National Association of Secretaries of State	Mark	Ritchie	Secretary of State, Minnesota	St. Paul	MN
National Association of Secretaries of State	Beth	Chapman	Secretary of State, Alabama	Montgomery	AL
National Association of State Election Directors	Christopher	Thomas	Director of Elections, State of Michigan	Lansing	MI

FISCAL YEAR 2014 ACTIVITIES REPORT – EAC BOARD OF ADVISERS LIST

NOTE: On January 25, 2012, the EAC General Counsel/Acting Executive Director issued a Memorandum suspending activity by the EAC advisory boards. The following roster from Fiscal Year 2012 lists the most recent membership following the suspension.

Appointed by	First Name	Last Name	Title	City	State
National Association of State Election Directors	Linda	Lamone	Executive Director, MD State Board of Elections	Annapolis	MD
National Conference of State Legislatures	Sue	Landske	Senator, Indiana State Senate	Cedar Lake	IN
National Conference of State Legislatures	Thomas	Reynolds	Representative, Mississippi State Legislature	Charleston	MS
National Governors Assn.	Vacant				
National Governors Assn.	Vacant				
Senate Rules & Admn. Committee - Ranking Member	Greg	Bell	Lieutenant Governor, State of Utah	Salt Lake City	UT
Senate Rules & Admn. Committee – Ranking Member	Vacant				
Senate Rules & Admn. Committee - Chair	James	Dickson	V.P. for Organizing & Civic Engagement, American Assn. of People with Disabilities	Washington	DC
Senate Rules & Admn. Committee – Chair	Barbara	Bartoletti	Legislative Director, League of Women’s Voters of NY State	N. Greenbush	NY
The Election Center	Doug	Lewis	Executive Director	Houston	TX
The Election Center	Ernie	Hawkins	Chair, Board Of Directors	Elk Grove	CA
U.S. Commission on Civil Rights	Abigail	Thernstrom	Vice Chair	McLean	VA
U.S. Commission on Civil Rights	Roberta	Achtenberg	Commissioner	San Francisco	CA
U.S. House Minority Leader	Vacant				
U.S. House Speaker	Tom	Fuentes	The Claremont Institute	Lake Forest	CA
U.S. Senate Majority Leader	Dr. Barbara	Simmons	Researcher, Assn. for Computing Machinery	San Francisco	CA
U.S. Senate Minority Leader	Sarah Ball	Johnson	Executive Director, KY Board Of Elections	Frankfort	KY
United States Conference of Mayors	Vacant				
United States Conference of Mayors	Vacant				

Fiscal Year 2014 Activities Report – EAC Standards Board Roster

NOTE: On January 25, 2012, the EAC General Counsel/Acting Executive Director issued a Memorandum suspending activity by the EAC advisory boards. The following roster from Fiscal Year 2012 lists the most recent membership following the suspension.

State	Designee	First	Last	Title	City	State
Alabama	State	Beth	Chapman	Secretary of State	Montgomery	AL
Alabama	Local	VACANT				AL
Alaska	State	Gail	Fenumiai	Director, Division of Elections	Juneau	AK
Alaska	Local	Shelly	Growden	Election Systems Manager	Fairbanks	AK
American Samoa	State	Soliai T.	Fuimaono	Chief Election Officer	Pago Pago	AS
American Samoa	Local	Vaitoelau	Filiga	Deputy Director	Pago Pago	AS
Arizona	State	Amy	Bjelland	Deputy Secretary of State	Phoenix	AZ
Arizona	Local	Reynaldo	Valenzuela	Assistant Director of Elections	Phoenix	AZ
Arkansas	State	AJ	Kelly	Deputy Secretary of State	Little Rock	AR
Arkansas	Local	VACANT				AR
California	State	Lowell	Finley	Deputy Secretary of State	Sacramento	CA
California	Local	Neal	Kelley	Orange County Registrar of Voters	San Diego	CA
Colorado	State	Wayne	Munster	Deputy Elections Director	Denver	CO
Colorado	Local	Gilbert	Ortiz	Pueblo County Clerk and Recorder	Pueblo	CO
Connecticut	State	Peggy	Reeves	Assistant to Secretary of State for Elections, Legislation and Intergovernmental Affairs	Hartford	CT
Connecticut	Local	Anthony	Esposito	Hamden Republican Registrar of Voters	Hamden	CT
Delaware	State	Elaine	Manlove	Commissioner of Elections	Dover	DE
Delaware	Local	Howard G.	Sholl, Jr.	Deputy Administrative Director	Wilmington	DE
District of Columbia	State	VACANT			Washington	DC
District of Columbia	Local	VACANT				
Florida	State	VACANT				FL
Florida	Local	Lori	Edwards	Polk County Supervisor of Elections	Bartow	FL
Georgia	State	Tim	Fleming	Assistant Director of Elections Division	Atlanta	GA
Georgia	Local	Lynn	Bailey	Executive Director	Augusta	GA
Guam	State	Gerald A.	Taitano	Executive Director	Hagatna	GU
Guam	Local	VACANT				GU
Hawaii	State	Judy	Gold	Precinct Operations Section Head	Honolulu	HI
Hawaii	Local	Lyndon	Yoshioka	Kaua'i County Election Administrator	Lihu'e	HI
Idaho	State	Timothy A.	Hurst	Chief Deputy	Coeur d'Alene	ID
Idaho	Local	Patty	Weeks	Nez Perce County Clerk	Lewiston	ID

Illinois	State	Becky	Glazier	Assistant to Executive Director	Springfield	IL
Illinois	Local	Lance	Gough	ED, Chicago Bd of Election Comm	Chicago	IL
Indiana	State	Brad	King	Co-Director, Indiana Election Division	Indianapolis	IN
Indiana	Local	Fran	Satterwhite	Scott County Circuit Court Clerk	Scottsburg	IN
Iowa	State	Sarah	Reisetter	Director of Elections	Des Moines	IA
Iowa	Local	Ben	Steines	Winneshiek County Auditor & Commissioner of Elections	Decorah	IA
Kansas	State	Bryan	Caskey	Assistant State Election Director	Topeka	KS
Kansas	Local	Donald	Merriman	Saline County Clerk	Saline	KS
Kentucky	State	VACANT				KY
Kentucky	Local	Kevin	Mooney	Bullitt County Clerk	Shepherdsville	KY
Louisiana	State	Angie	Rogers	Louisiana Commissioner of Elections	Baton Rouge	LA
Louisiana	Local	H. Lynn	Jones, II	Calcasieu Parish Clerk of Court	Lake Charles	LA
Maine	State	Julie L.	Flynn	Deputy Secretary of State	Augusta	ME
Maine	Local	Lucette	Pellerin	City Clerk	Saco	ME
Maryland	State	Nikki Baines	Trella	Election Reform Director	Annapolis	MD
Maryland	Local	Katie	Brown	Election Director, Baltimore County Board of Elections	Catonsville	MD
Massachusetts	State	William F.	Galvin	Secretary of the Commonwealth	Boston	MA
Massachusetts	Local	John	McGarry	Executive Director, Election Commission	Brockton	MA
Michigan	State	Sally	Williams	Manager, Elections Support Section	Lansing	MI
Michigan	Local	Janet	Roncelli	Bloomfield Township Clerk	Bloomfield Hills	MI
Minnesota	State	Gary	Poser	Director of Elections	St. Paul	MN
Minnesota	Local	Sharon K.	Anderson	Cass County Auditor-Treasurer	Walker	MN
Mississippi	State	Heath	Hillman	Assistant Secretary of State – Elections	Jackson	MS
Mississippi	Local	Robert	Harrell	Circuit Clerk, Clay County	West Point	MS
Missouri	State	Leslye	Winslow	Senior Counsel to Secretary of State	Jefferson City	MO
Missouri	Local	Richard T.	Struckhoff	Greene County Clerk	Springfield	MO
Montana	State	Jorge	Quintana	Chief Legal Counsel	Helena	MT
Montana	Local	Charlotte	Mills	Gallatin County Clerk and Recorder	Bozeman	MT
Nebraska	State	John	Gale	Secretary of State	Lincoln	NE
Nebraska	Local	David	Dowling	Cedar County Clerk & Election Commissioner	Hartington	NE
Nevada	State	Scott	Gilles	Deputy Secretary of State for Elections	Carson City	NV
Nevada	Local	Harvard L.	Lomax	Clark County Registrar of Voters	North Las Vegas	NV
New Hampshire	State	Anthony	Stevens	Assistant Secretary of State	Concord	NH
New Hampshire	Local	Robert	Dezmelyk	Moderator, Town of Newton	Newton	NH

New Jersey	State	Robert	Giles	Director	Trenton	NJ
New Jersey	Local	Linda	Von Nessi	Clerk of the Board	Newark	NJ
New Mexico	State	Bobbi	Shearer	Bureau of Elections Director	Santa Fe	NM
New Mexico	Local	Lynn	Ellins	Dona Ana County Clerk	Las Cruces	NM
New York	State	Robert	Brehm	Co-Executive Director/Chief Election Official	Albany	NY
New York	Local	Robert	Howe	Cortland County Commissioner	Cortland	NY
North Carolina	State	Gary	Bartlett	Executive Director, State Board of Elections	Raleigh	NC
North Carolina	Local	Deborah J.	Bedford	Director of Elections	Rutherford	NC
North Dakota	State	James	Silrum	Deputy Secretary of State	Bismarck	ND
North Dakota	Local	Michael M.	Montplaisir	Cass County Auditor	Fargo	ND
Ohio	State	Matt	Masterson	Deputy Elections Administrator	Columbus	OH
Ohio	Local	Steven	Harsman	Director, Montgomery County Board of Elections	Dayton	OH
Oklahoma	State	Thomas	Prince	Chairman, State Election Board	Edmond	OK
Oklahoma	Local	Doug	Sanderson	Secretary, Oklahoma County Election Board	Oklahoma City	OK
Oregon	State	Steve	Trout	Director	Salem	OR
Oregon	Local	Tamara	Green	Baker County Clerk	Baker City	OR
Pennsylvania	State	VACANT				PA
Pennsylvania	Local	VACANT				PA
Puerto Rico	State	María D.	Santiago Rodríguez	First Vice President	San Juan	PR
Puerto Rico	Local	Nestor J.	Colón Berlingeri	Second Vice President	San Juan	PR
Rhode Island	State	Robert	Kando	Executive Director, State Board of Elections	Providence	RI
Rhode Island	Local	VACANT				RI
South Carolina	State	Marci	Andino	Executive Director	Columbia	SC
South Carolina	Local	Edith	Redden	Director, Williamsburg County Voter Registration	Kingstree	SC
South Dakota	State	Aaron	Lorenzen	Director of Elections	Pierre	SD
South Dakota	Local	Patty	McGee	Sully County Auditor	Onida	SD
Tennessee	State	Mark	Goins	State Coordinator of Elections	Nashville	TN
Tennessee	Local	Marshall	McKamey	Campbell County Election Commissioner	LaFollette	TN
Texas	State	Paul	Miles	Senior Attorney/Voting System Examiner	Austin	TX
Texas	Local	Dana	DeBeauvoir	Travis County Clerk	Austin	TX
Utah	State	Mark	Thomas	Director of Elections	Salt Lake City	UT
Utah	Local	Robert	Pero	Carbon County Clerk	Price	UT
Vermont	State	Kathleen	Scheele	Director of Elections	Montpelier	VT
Vermont	Local	Melissa	Ross	Hinesburg Town Clerk	Hinesburg	VT
Virgin Islands	State	John	Abramson, Jr.	Supervisor of Elections	Kingshill, St. Croix	VI
Virgin Islands	Local	Corinne	Halyard Plaskett	Deputy Supervisor of Elections	Kingshill, St. Croix	VI

Virginia	State	Don	Palmer	Secretary, Virginia State Board of Elections	Richmond	VA
Virginia	Local	Renee	Andrews	Secretary, City of Falls Church Electoral Board	Falls Church	VA
Washington	State	Shane	Hamlin	Co-Director of Elections	Olympia	WA
Washington	Local	Kristina	Swanson	Cowlitz County Auditor	Kelso	WA
West Virginia	State	Layna	Valentine-Brown	HAVA Coordinator	Charleston	WV
West Virginia	Local	Jeff	Waybright	Jackson County Clerk	Ripley	WV
Wisconsin	State	Nathaniel	Robinson	Election Division Administrator	Madison	WI
Wisconsin	Local	Sandra L.	Wesolowski	Franklin County Clerk	Franklin	WI
Wyoming	State	Peggy	Nighswonger	State Election Director	Cheyenne	WY
Wyoming	Local	Julie	Freese	Fremont County Clerk	Lander	WY

**Fiscal Year 2014 Activities Report
Technical Guidelines Development Committee List**

NOTE: On January 25, 2012, the EAC General Counsel/Acting Executive Director issued a Memorandum suspending activity by the EAC advisory boards. The following roster from Fiscal Year 2012 lists the most recent membership following the suspension.

Appointed by	First	Last	Title	City	State
Director of NIST	Dr. Patrick	Gallagher	Committee Chair, Deputy Secretary of Commerce and Director of the National Institute of Standards and Technology	Gaithersburg	MD
Standards Board	Donald	Palmer	Secretary of Elections, Commonwealth of Virginia	Richmond	VA
Standards Board	Don	Merriman	Saline (KS) County Clerk and Election Officer	Salina	KS
Board of Advisors	Linda	Lamone	Maryland Administrator of Elections	Annapolis	MD
Board of Advisors	Helen	Purcell	Recorder, Maricopa County Arizona	Phoenix	AZ
Access Board	VACANT				
Access Board	Philip	Jenkins	Accessibility Consultant, Business Development Consultant and Senior Engineer, IBM Human Ability and Accessibility Center	Austin	TX
ANSI	Dr. David	Wagner	Professor, University of California - Berkeley	Berkeley	CA
IEEE	VACANT				
NASED	VACANT				
NASED	Matt	Masterson	Deputy Election Administrator, Office of the Ohio Secretary of State	Columbus	OH
Other Tech/Sci	Dr. Steven	Bellovin	Professor of Computer Science, Columbia, University	New York	NY
Other Tech/Sci	Dr. Diane Cordry	Golden	Program Coordinator, Association of Assistive Technology Act Programs	Grain Valley	MO
Other Tech/Sci	Dr. Douglas	Jones	Associate Professor, Department of Computer Science, University of Iowa	Iowa City	IA
Other Tech/Sci	Edwin	Smith, III	Vice President, Compliance and Certification, Dominion Voting Systems	Longmont	CO

Access Board = Architectural and Transportation Barrier Compliance Board

A complete list of voting systems certified by the EAC can be accessed at:
http://www.eac.gov/testing_and_certification/certified_voting_systems.aspx

Systems Under Test				Highlighted box indicates current phase of test campaign				
Voting System Name	VSTL	Manuf	Application Accepted	Pre-Test Plan	Test Plan	Testing	Test Report	Final Certification Process
eLect Voting Solution 4.0	SLI Global	Everyone Counts	06/10/2014					
Verity Voting 1.0	SLI Global	Hart	12/17/2012					
EMS Ver. 4.1 (Modification)	NTS	MicroVote	03/07/2014					



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