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FINANCIAL STATUS REPORT

(Short Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted Election Assistance Commission	2. Federal Grant or Other Identifying Number Assigned By Federal Agency Help America Vote Act -- Title I	OMB Approval No. 0348-0038	Page 1 of 9 pages

3. Recipient Organization (Name and complete address, including ZIP code)
District of Columbia Board of Elections and Ethics, 441 Fourth Street, NW, Suite 250 N, Washington, DC 20001

4. Employer Identification Number 53-6001131	5. Recipient Account Number or Identifying Number	6. Final Report ☐ Yes ☒ No	7. Basis ☒ Cash ☐ Accrual
8. Funding/Grant Period *(See instructions)* From: (Month, Day, Year) 04-01-03	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year) 01-01-04	To: (Month, Day, Year) 12-31-04

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	$287,380.50		
b. Recipient share of outlays	0.00	0.00	
c. Federal share of outlays	$287,380.50		
d. Total unliquidated obligations			
e. Recipient share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total Federal share *(Sum of lines c and f)*			
h. Total Federal funds authorized for this funding period			
i. Unobligated balance of Federal funds *(Line h minus line g)*			

11. Indirect Expense				
a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed				
b. Rate	c. Base	d. Total Amount	e. Federal Share	

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*
Total 2005 outlays are itemized in the attached report; the DCBOEE will submit an amended report upon receiving a final statement from the status of the HAVA accounts from the Chief Financial Officer, the budget entity for the DCBOEE.

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title Alice P. Miller, Executive Director	Telephone (Area code, number and extension) 202-727-2525
Signature of Authorized Certifying Official Alice P. Miller / TW.	Date Report Submitted February 28, 2005

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REPORT BY THE DISTRICT OF COLUMBIA BOARD OF ELECTIONS AND ETHICS TO THE ELECTION ASSISTANCE COMMISSION DETAILING THE EXPENDITURE OF TITLE I FUNDS IN 2004

Introduction

In August of 2003, the District of Columbia Board of Elections and Ethics published "Moving Elections Forward: A Plan for Implementing the Help America Vote Act in the District of Columbia." This narrative, together with the SF 269, provide an account of how the Board has used HAVA funds received under Title I to carry out the activities proposed in the State Plan. The expenditures itemized in the report are drawn from Board records; the Board is awaiting additional information on the status of the Board's HAVA accounts from the Chief Financial Officer (CFO), the budget entity for the Board. The information provided in this report may be expanded or corrected if necessary once the Board receives the CFO's account statements.

The District of Columbia is already largely in compliance with the requirements of Title III. While a portion of the funds received under Title I were used to meet the requirements of HAVA Title III, they were also used to carry out the ambitious program set forth in the State Plan to improve the conduct of federal elections in the District of Columbia. Consistent with city-wide policy, the Board made an effort to support minority and women-owned businesses in contracting for a variety of services needed to implement HAVA. Using HAVA funds, the Board awarded contracts totaling $345,381 to such firms.

In summary, consistent with the State Plan, the Board devoted both money and significant resources of time and energy on the following:

- **Accessible voting systems for disabled voters:** Starting in the January Presidential Preference Primary, the Board provided touch-screen voting systems to accommodate blind voters and voters with limited mobility. For the first time, DC voters with disabilities are be able to cast their vote for President privately and independently. The District of Columbia was the first large jurisdiction to implement a dual optical scan and accessible touch-screen system. Learning from challenges encountered in the primaries, the Board quickly acted to address those problems prior to the November election.

- **Voter ID requirement for some first-time voters:** Consistent with HAVA, persons who registered to vote for the *first time by mail* on or after January 1, 2003, who did not provide ID with their registration application or whose voter information was not verified prior to Election Day, were required to show ID or proof of residency at the time of voting.

- **Provisional ballots:** Provisional ballots are not new in the District of Columbia, where they are known as "Special Ballots." In the 2004 September Primary 3,000

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provisional ballots were cast. In the November Presidential election, over 10,000 provisional ballots were cast.

- **New voter services:** The Board has implemented several new voter services to make participation easier and to reduce the likelihood of Election Day problems. The Board website now has an online service to allow voters to out if they're registered and where they are supposed to vote. Prior to each election this year, the Board has mailed a *Voter Guide* providing candidate statements and sample ballots to every household with a registered voter. This November, a new sign presenting important voter information in both English and Spanish, including the voters' rights, was prominently displayed at every polling place.

- **Pollworker recruitment and training:** Pollworkers are key to the success of any election. The Board has therefore committed significant resources to improving our pollworker training. The Board has revamped its pollworker training curriculum and brought in professional trainers to help train hundreds of pollworkers to assist with this election. We have sought to expand and diversify the pool of pollworkers by recruiting citizens with disabilities, bi-lingual citizens and high school and college students to work on Election Day. In addition, the Board recruited "precinct technicians" to assist with operation of new, touch-screen voting systems.

(a) Funds Spent to Comply with HAVA Title III Minimum Uniform and Non-discriminatory Election Technology and Administration Requirements

Voting Systems (Section 301)

In 2001, after 22 years of using the Data Vote Punch Card System the District of Columbia purchased an Optical Scan Voting System. This paper ballot system was used for the first time during the September 10 2002 Primary Election. In late 2002, in response to a lawsuit brought by advocates for voters with disabilities and the American Association of People with Disabilities (AAPD), the Board purchased touch-screen voting systems to allow blind and mobility-impaired voters to vote privately and independently. Consistent with the new voting system requirements in Section 301 of HAVA, the Board purchased 150 "AVC Edge" touch-screen units, manufactured by Sequoia Pacific Systems, a number sufficient to install one accessible machine in every polling place. In January of 2004, the Board made the touch-screen system available at all precincts. The touch-screen units have been used in two subsequent elections in the District of Columbia, the September 14, 2004 primary and the November 2 Presidential Election. In preparation for the November election, the Board purchased an additional 13 units.

In effect, the Board administers a dual system combining both paper and electronic voting systems. The process of consolidating precinct results from two separate systems

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creates several challenges. In order to tabulate and report results from two separate systems, the voting system manufacturer, Sequoia Pacific Systems, developed and programmed a "bridge" to consolidate the results.

In making these changes and ensuring that the dual system functions well for both pollworkers and voters, the Board has used Title I Funds to do the following:

- Procure proper storage for all machines, including both optical scanners and DRE's.
- Purchase sufficient additional touch-screen units to ensure that in the event a machine fails, it can be replaced quickly.
- Upgrade hardware of the WIN EDS system (server and workstations) to accommodate the new DRE's.

total: $827,678

Polling Place Operations (Section 302)

Provisional Ballots

While the District of Columbia has had provisional ballots for many years, the details of the procedure as outlined in HAVA required the Board to make some modifications. For example, HAVA requires that voters who vote after the polls close because of a court-ordered extension of polling hours be given provisional ballots. As a result of this and other changes, the Board had to revise the application form and the referral form.

The District of Columbia allows voters who have moved to update their address and vote a provisional ballot on Election Day. As a result, the Board had over 10,000 provisional ballots to verify and process after the election. The Board hired additional personnel to ensure thorough and accurate processing of provisional ballot forms (see "HAVA Implementation Administration" below).

HAVA requires that states provide a toll-free phone number so that voters can find out if their ballot was counted. The Board provided both a toll-free phone number and a new feature on its website that would allow voters to go online to find out if their provisional ballot was counted (see "HAVA Implementation Administration" below).

Total: $21,675

Posting of Voter Information at the Polling Place

In the two primary elections, the Board ensured that all required voter information was posted in every polling place. Then, as part of a comprehensive program to strengthen voter education, the Board created a stand-alone banner containing all the information required by HAVA in both Spanish and English. The banner, which stands six feet tall, can be positioned anywhere in the polling place. The Board contracted with a

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professional design firm to design and produce the banner for the November general election.

Total: $85,332

Voter ID requirements
In order to comply with the new requirement that all first-time voters who mail in their registration application provide a copy of identification either with the application or at the polling place on Election Day, the Board revised its mail-in registration forms. Forms and materials relating to registration, including absentee ballot information, had to be revised to reflect the new rules and requirements.

In addition, the Board revised its registration system to include a field on each voter record indicating whether the voter is required to show ID at the polls (see "HAVA Implementation Administration" below).

Total: $46,661

Statewide Computerized Voter Registration System (Section 303)

The District of Columbia took the waiver available under HAVA to delay the deadline for implementing a centralized, computerized voter registration list to 2006. This year, the Board contracted with a consulting firm to begin the process of creating an electronic link to the motor vehicle agency. This link will allow the Board to match voter information with motor vehicle agency and Social Security Administration records. The funds expended for this purpose are included in "HAVA Implementation Administration" below.

(b) Funds Spent to Improve the Administration of Elections for Federal Office

Ensuring accurate voter assignments
To ensure that voters were assigned to the proper jurisdiction, the Board contracted with Election Data Services to produce an accurate Geographic Information System.

Total: $52,042

Ensuring the timely processing of registration applications
The District of Columbia experienced a high volume of voter registration applications prior to the November 2 Presidential Election. The Board hired additional personnel to make sure that all applications received prior to the deadline were processed in a timely manner. Funds expended for this purpose are included in "HAVA Implementation Administration" below.

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(c) Educating voters concerning voting procedures, voting rights, and voting technology

Consistent with the District of Columbia State Plan, the Board carried out a comprehensive voter education effort, including mailing a voter's guide to every registered voter household prior to both primaries and the general election. In addition to information on the candidates, the voter's guide contained important information about how to participate in the election, rules for voter registration, how to find the correct polling place. The rise in voter turnout can be attributed in part to these guides.

In addition, the Board overhauled its website adding a "voter Information Center," with features that allow voters to determine whether or not they are registered and where to vote. Other new features included instructions on how to use the new voting equipment.

The Board worked with professional designers to develop printed instructions for how to vote on both optical scan system and the touch-screen system. These instructions were posted on the website, included in the voter's guide, given out on Election Day at the polling place and printed on the optical scan secrecy sleeve.

Finally, the Board contracted with a media relations firm to disseminate information about the election and changes in the voting process prior to Election Day.

Total: $250,233

(d) Training election officials, poll workers, and election volunteers

Strong pollworker training is vital to the conduct of fair, open, efficient and accountable elections. Accordingly, the Board devoted significant resources to redesigning the pollworker training program. The Board contracted with the International Foundation for Election Systems to assist the BOEE in the following areas:

- Conducting a recruitment drive designed to expand and diversify the pool of pollworkers, bringing in more technologically proficient and younger workers;
- Evaluating the current training guides and training format and making recommendations to improve usability and user comprehension;
- Revising the pollworker training guides;
- Providing in-person training for approximately 4,000 new and veteran pollworkers;
- Evaluating the effectiveness of the training.

Total: $194,291

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Also, to ensure that the Board staff has a comprehensive understanding of the new requirements under HAVA, the Board provided training for professional staff, including the registrar, the chief technology officer, the general counsel and the pollworker program manager. Staff attended conferences sponsored by the Election Center, National Association of Secretaries of State, and the National Association of State Election Directors.

Total: $14,949

(e) Developing the State plan for requirements payments to be submitted under part 1 of subtitle D of title II.

Funds for developing the DC State Plan were paid for in 2003 and included on SF 269 submitted for that year.

(f) Improving, acquiring, leasing, modifying, or replacing voting systems and technology and methods for casting and counting votes

In implementing a dual optical scan and touch-screen system, which relies on electronic tabulation, the Board took several actions to protect the integrity of the casting and counting process. The Board boosted its capacity to troubleshoot system problems on Election Day, strengthened the physical security of the voting systems, took steps to protect ballot secrecy, expedited the process of transmitting and reporting results on Election Night, and revised the ballot accounting system. These measures involved the following:

- procuring additional technical support to ensure timely response to Election Day equipment problems;
- purchasing "secrecy sleeves" to cover the optical scan ballots;
- developing and disseminating voter information on the vote casting process;
- purchasing secure storage facilities for equipment;
- purchasing accessories to protect and enhance electronic equipment on Election Day;
- upgrading software for WIN EDS;
- purchasing software to monitor all WIN EDS server activity;
- purchasing a bar code system to enhance and protect Election Day operations;
- Purchased accessories to assist in troubleshooting system failures;
- Provide additional personnel and vehicles to assist in transporting memory cartridges from both the DRE's and the optical scan systems to the Board's office on Election Night.

Total: $163,123

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(g) Improving the accessibility and quantity of access for individuals with disabilities, providing nonvisual access for individuals with visual impairments, and providing assistance to Native Americans, Alaska Native citizens, and to individuals with limited proficiency in the English language.

In addition to purchasing voting systems that meet accessibility requirements under HAVA Section 201, the Board contracted with the District of Columbia Public Schools to improve the physical accessibility of seven polling places located in public schools according to standards determined by the Access Board. Repairs and modifications included building ramps, improving ramps, adding railings, adding handicapped parking spaces, and installing signage.

While the District of Columbia is not required by the Voting Rights Act to provide ballots and voting materials in any language other than English, the State Plan calls for providing all key voting materials in Spanish. In addition, the voter information banner displayed in every polling place provided the information in Spanish as well as English.

Total: $150,403

HAVA Implementation Administration Costs

In addition to the specific expenditures detailed above, implementing new registration system, a new voting system and new polling place procedures required additional personnel and contractual services. The following costs either do not fit into the categories listed above – although they are integral to the implementation process as a whole -- or overlap several categories.

Consultants dedicated to HAVA implementation include: a HAVA coordinator and a network engineer whose sole responsibility is to implement the new dual voting system and facilitate its integration with administrative procedures and the Board's registration system

The Board also hired temporary personnel to improve the following processes prior to the November: voter registration, provisional ballot verification, touch-screen and optical scan programming.

The Board contracted with a private company to carry out an array of information technology tasks including: implementing new web-based voter services; modifying the website to reflect new rules and requirements; establishing a free-access, web-based service for provisional ballot voters. This firm is also working with the Board to implement the statewide, computerized registration system required under Section 303.

The Board paid additional membership fees to the National Association of Secretaries of State and the National Association of State Election Directors for assistance in implementing HAVA.

Total: $708,787

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